AdministratER User Guide

Version 6.6

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navigatER
NECHO

Navigating the future of your expense accounts,
Working together to get there faster...

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Chapter 1

- Getting Started

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Introduction to AdministratER

AdministratER Program

AdministratER is a web-based program which the Application Administrator must use to set up and maintain all of the functions and features of the Submit/Approve module.

Expense Report Program

IMPORTANT NOTE: NavigatER will be referred to as the "Expense Report Program" in the AdministratER online help.

The Expense Report program was designed to help companies manage their travel and entertainment (T&E) expenses. This web-based application is composed of four modules:

Submit/Approve Module	Employees use this module to create, organize, submit, and approve expense reports and cash advance requests.
Audit Module	Financial Officers may use this module to audit employee expense reports.
Shared Service Module	A user with Shared Service access may log into the Shared Service Module using another person's login ID to create, modify, and submit expense reports on behalf of the host user.
Receipts Administration Module	Financial Officers may use this module to keep track of which employees have handed in their expense receipts.

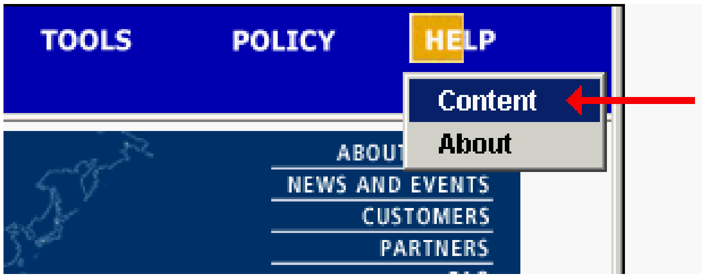
About AdministratER Online Help

Your AdministratER application comes with an extensive Online Help program designed to train you on using AdministratER effectively. The Online Help has three primary functions:

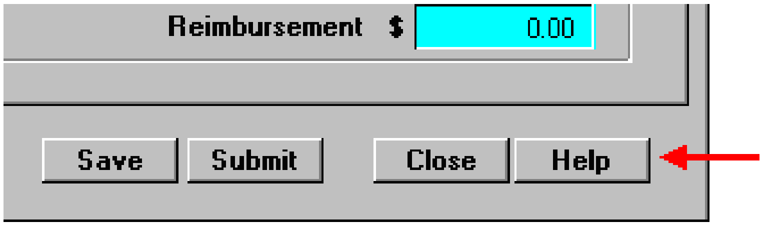
1. **Tutorial**: The Online Help is structured like a tutorial with a Table of Contents to help you learn each AdministratER feature.
2. **Window Level Help**: Each window in the AdministratER application has a Help button that is linked to a help topic which describes how to properly use that particular window.
3. **Quick Reference**: The Online Help contains a search engine to help you locate the topics that will answer your questions quickly.

Accessing the Online Help:

To use the Online Help as a tutorial when learning AdministratER, access the AdministratER Help table of contents by selecting **Content** from the **Help** menu on the AdministratER Main Screen:



To access Online Help on a particular AdministratER window you are using, simply click the **Help** button found in the bottom right-hand corner of the window or screen.



Reimbursement $ 0.00

Signing On to AdministratER

To sign on to the AdministratER program:

1. Launch your internet browser (e.g. Internet Explorer, Netscape).
2. Connect to the internet address assigned to the NavigatER program.

   Example: http://servername:weblogicport/htmt/index.html

   Result: The Sign On screen will appear.

   Tip: It is recommended that you add this internet address to your Favorites.
3. In the **Sign On ID** field, enter your sign on ID.
4. In the **Password** field, enter your sign on password.

   Note: The first time you sign on you should use the sign on ID and password assigned to you by your Necho Professional Services Consultant.

   Sign On ID : navsys

   Password : password
5. Click the **Sign In** button.

   Result: The welcome screen will appear.
6. Click on the **AdministratER** link.

   Result: The AdministratER application will appear.

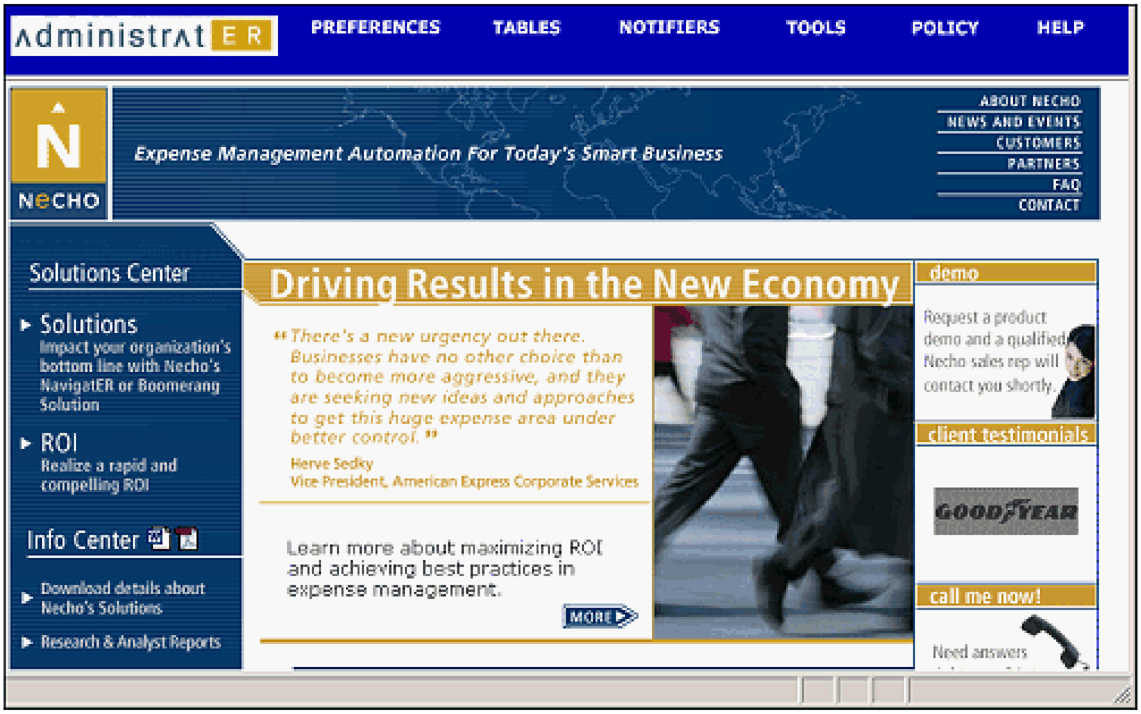
See Also

- Creating a New User Profile

AdministratER Main Screen

The AdministratER Main Screen is your personal control center for the AdministratER application. It allows you to access all the AdministratER functions.

Example


AdministratER
PREFERENCES
TABLES
NOTIFIERS
TOOLS
POLICY
HELP
NECHO
ABOUT NECHO
NEWS AND EVENTS
CUSTOMERS
PARTNERS
FAQ
CONTACT
Solutions Center
Solutions
ROI
Info Center
Research & Analyst Reports
MORE
demo
client testimonials
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Vice President, American Express Corporate Services

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Need answers

Note: This page can be replaced with your company's webpage by going into ..\Navigater\SignOnBlank_Show.jsp and change www.necho.com to your company web address.

Continue on next page…

Menus

The AdministratER Main Screen contains menus and commands that allow you to access multiple windows and perform various functions. Depending on your systems setting, some menu options may not be available.

Menu Heading	*Menu Option*
Preferences	Application Settings Charge Card Administration
Tables	Approval Chains Users Pick Lists Exchange Rates Guideline Policy Financial Codes Charge Card Vendors User Groups Approval Group Associations Providers Category Provider Associations Cash Aging Currency Taxes Currency Tax Type Locations Category SIC Mapping Group Category Threshold Per Diem > Rate/Location Per Diem > Reduce Settings Per Diem > Actuals Group Category PTP > Allotment PTP > Distance PTP > Location PAG > Accounts PAG > Association PAG > Financial Code
Notifiers	Stale Notifiers

Continue on next page…

Menus, continued

Menu Heading	***Menu Option***
Tools	Corporate Download NavMail Administration Application Administrator Group Access Control
Policy	View your company travel policy.
Help	Access to AdministratER Help at the Contents window.
↻	Return to your login main page.

View Travel and Entitlements Policy

You should be familiar with your organization's travel and entitlements policy. However, you may need to refer to them while using the application.

To display your organization's travel and entitlements policy:

1. Display the AdministratER Main Screen.
2. From the **Policy** menu, select **View**.

   Result: The website containing your company's travel and entitlements policy will appear.

To insert your company's travel and entitlements policy:

1. Save your company's travel and entitlement policy in HTML format with the file name "Travel_Policy.htm".
2. Insert this HTML file in the following location:

   ..\Navigater\Policy\Language1\Travel_Policy.htm

   Note: The French version can be saved in the following location:

   ..\Navigater\Policy\Language2\Travel_Policy.htm

Chapter 2

- Maintaining Application Settings

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Corporate Download Screen

Use the Corporate Download screen to initiate a manual corporate download at any time. Any changes made in the AdministratER application will only take effect after the corporate download has been completed.

To open the Corporate Download screen:

1. Display the AdministratER Main Screen.
2. From the **Tools** menu, select **Corporate Download**.

To initiate a corporate download:

1. From the Corporate Download screen, click the **Start Corp Download** link.

Application Settings Window

Use the Application Settings window to set up and maintain application and external interface settings.

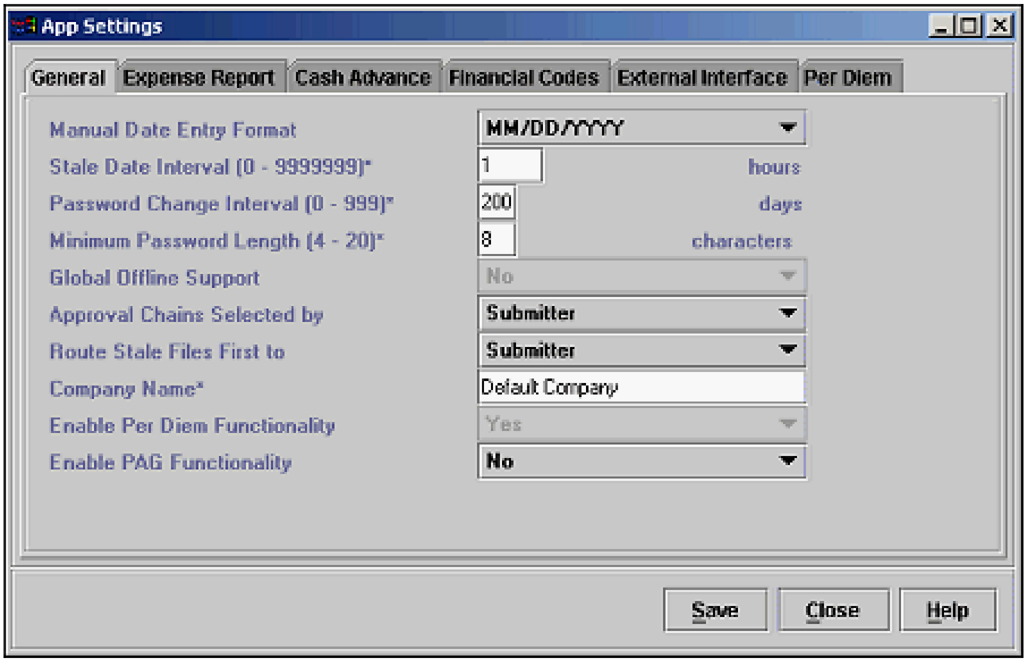
Window Tabs

General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem

The settings on the Application Settings window have been divided among the following tabs:

- General Tab
- Expense Report Tab
- Cash Advance Tab
- Financial Codes Tab
- External Interface Tab
- Per Diem Tab

Example


App Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
Save
Close
Help

Manual Date Entry Format	MM/DD/YYYY	
Stale Date Interval (0 - 9999999)*	1	hours
Password Change Interval (0 - 999)*	200	days
Minimum Password Length (4 - 20)*	8	characters
Global Offline Support	No	
Approval Chains Selected by	Submitter	
Route Stale Files First to	Submitter	
Company Name*	Default Company	
Enable Per Diem Functionality	Yes	
Enable PAG Functionality	No	

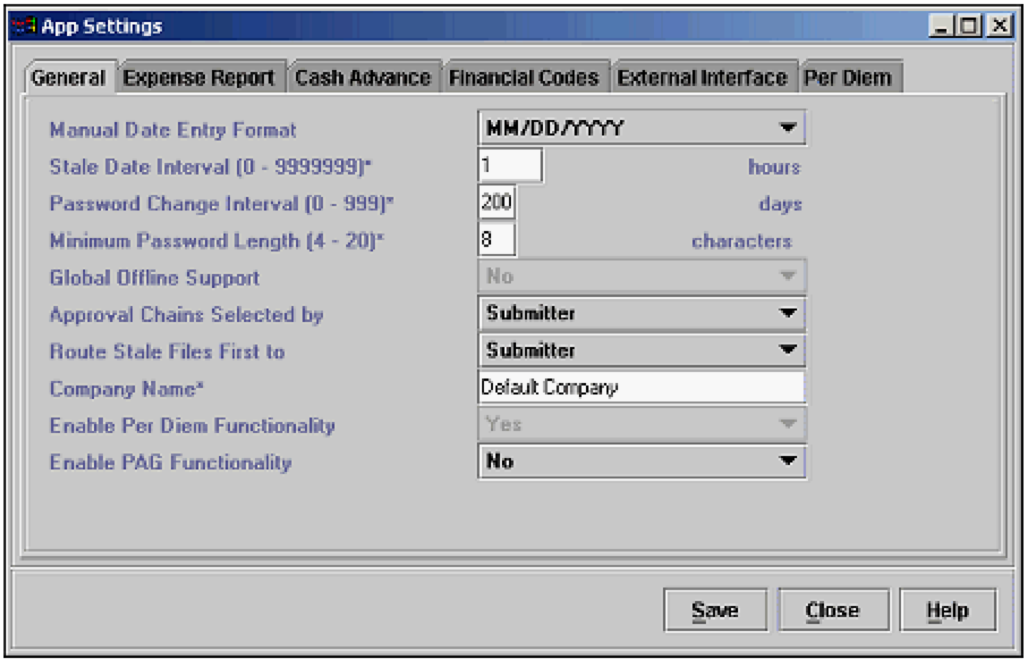
To open the Application Settings window:

1. Display the AdministratER Main Screen.
2. From the **Preferences** menu, select **Application Settings**.

General Tab - Application Settings Window

Use the General tab to set up and maintain miscellaneous application settings.

Example


App Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
Save
Close
Help

Manual Date Entry Format: MM/DD/YYYY
Stale Date Interval (0 - 9999999)*: 1 hours
Password Change Interval (0 - 999)*: 200 days
Minimum Password Length (4 - 20)*: 8 characters
Global Offline Support: No
Approval Chains Selected by: Submitter
Route Stale Files First to: Submitter
Company Name*: Default Company
Enable Per Diem Functionality: Yes
Enable PAG Functionality: No

Tab Fields

Field	***Description***
Manual Date Entry Format	Click inside this field and select the date format you wish to use in the Submit/Approve Module (e.g. DD MMM YYYY). **Note**: The system will display "Date" in system default format, not in the format Admin set up for Manual Date Entry Format.

Continue on next page…

Tab Fields, continued

Field	***Description***
Stale Date Interval	Enter the number of hours a file may wait to be authorized by an Approver before the file becomes "Stale". **Note:** • Once a file has become stale it is immediately forwarded to either the Submitter or the Application Administrator. A stale file can be redirected to another Approver or skipped to another Approver in the Approval Chain. • To disable this feature, enter a value of 0. • To re-enable this feature, enter 1 or greater. • If you change this setting, you will need to perform a Corporate Download. • The recommended setting should be 3 or 4 days. Long weekends should also be taken into account.
Password Change Interval	Enter how often (in days) a user should be prompted to change their password. **Note:** • To disable this feature, enter a value of 0. The user will not be prompted to change their password. • To re-enable, enter 1 or greater. • If you change this setting, you will need to perform a Corporate Download.
Minimum Password Length	Enter the minimum number of characters a user's login password must be.
Global Offline Support	This field cannot be modified. **Note**: The field will display "Yes" if your license file contains offline support. Otherwise, the field will display "No".

Continue on next page…

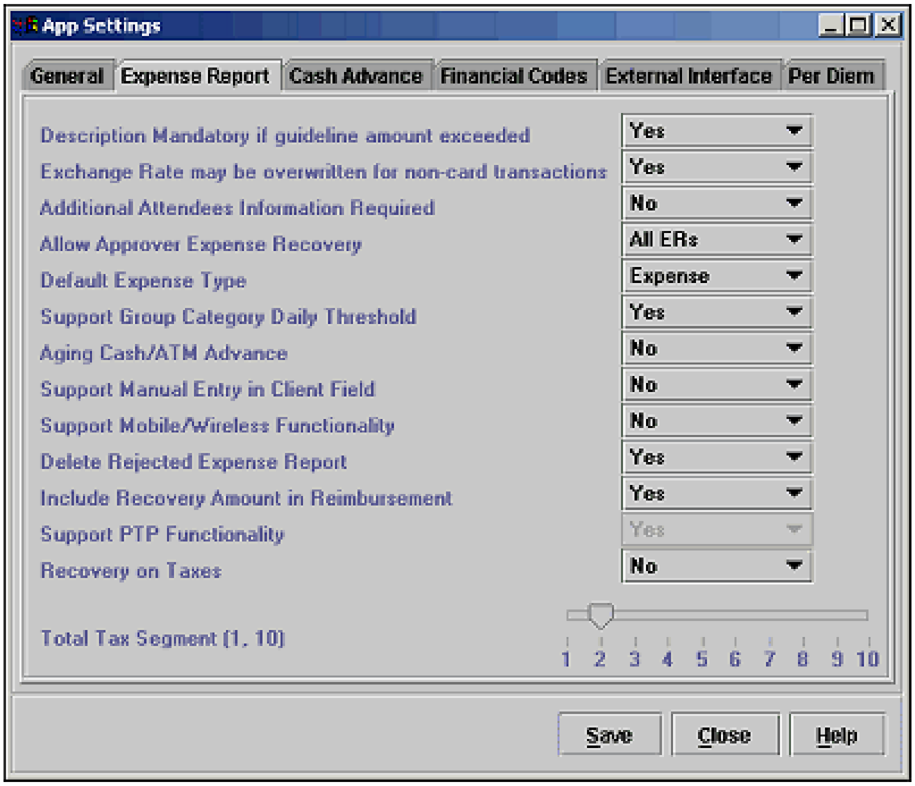
Tab Fields, continued

Field	Description
Approval Chains Selected By	Use this drop-down list to set up your companies approval process. Choose one of the following approval process options: • **(By) Submitter** - Choose this option if you wish to allow Submitters the ability to influence the approval process of their expense reports/cash advance requests. • **(By) Financial Code** - Choose this option if you wish to assign each financial code its own Approval Chain. Therefore, which Approval Chain an expense report follows will depend on which financial code the Submitter assigns to each expense item in their report. • **No Approval Process** - Choose this option if your company does not wish to adopt an approval process for its employee's expense claims. All expense claims will be auto-approved. **Note:** For more information, see the topics *Understanding the Approval Process* on page 51 and *Setting Up the Approval Process* on page 53.
Reroute Stale Files First to	Specifies who Stale files should be rerouted to once they have become stale; either to the Submitter or the Administrator. **Note:** The Application Administrator can also choose who receives stale files for a single user. For more information, see the "Send Stale Files To" field on the User Profile window.
Company Name	The company name you enter here will appear in the Company field on every user profile.
Enable Per Diem Functionality	This field cannot be modified. **Note**: The field will display "Yes" if your license file contains per diem functionality. Otherwise, the field will display "No". Per diem is a customized functionality that may not be available to all users. For more information, see Chapter 11.
Enable PAG Functionality	This field cannot be modified. **Note**: The field will display "Yes" if your license file contains PAG functionality. Otherwise, the field will display "No". PAG is a customized functionality that may not be available to all users. For more information, see Chapter 12.

Expense Report Tab - Application Settings Window

Use the Expense Report tab to set up and maintain settings relating to the expense reports.

Example


App Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
1
2
3
4
5
6
7
8
9
10
Save
Close
Help

Description Mandatory if guideline amount exceeded	Yes
Exchange Rate may be overwritten for non-card transactions	Yes
Additional Attendees Information Required	No
Allow Approver Expense Recovery	All ERs
Default Expense Type	Expense
Support Group Category Daily Threshold	Yes
Aging Cash/ATM Advance	No
Support Manual Entry in Client Field	No
Support Mobile/Wireless Functionality	No
Delete Rejected Expense Report	Yes
Include Recovery Amount in Reimbursement	Yes
Support PTP Functionality	Yes
Recovery on Taxes	No
Total Tax Segment (1, 10)	

Tab Fields

Field	***Description***
Description Mandatory if guideline amount exceeded?	Select the Yes option to make the Description field on all expense reports mandatory when a user has exceeded their policy guideline. Otherwise, select the No option.

Continue on next page…

Tab Fields, continued

Field	***Description***
Exchange Rate may be overwritten for non-card transactions?	Select the Yes option to allow Submitters the ability to overwrite the company's default exchange rates when completing an expense report. Otherwise, select the No option. **Note:** The company's default exchange rates are recorded in the Exchange Rates screen by the Application Administrator. If the user enters an exchange rate that exceeds the Tolerance % specified on the Exchange Rates window, the user's expense claim will be flagged.
Additional Attendees Info Required?	Select the Yes option to prompt Submitters to record information about the attendees they are claiming on their expense report. **Example:** If a Submitter claims an entertainment expense with 2 attendees, they will need to record information about the additional attendee on the Attendees window. Otherwise, select the No option.
Allow Approver Expense Recovery?	Select the All ERs option to activate the Approver Expense Recovery feature. Otherwise, select the No Recovery option to deactivate the Approver Expense Recovery feature. **Note**: For more information, see the topic *Approver Expense Recovery Feature* on page 35.
Default Expense Type	To assign a default ER Item Type to each new expense line added to an expense report, select one of the following expense types from the drop-down list. • **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company. • **Non-Billable** - The claim is not billable to a client. The claim then becomes an expense to the company. • **Personal** - The claim is a personal expense to you, the Submitter. • **Expense** - The claim is an expense to the company. · **Unknown** - You are unsure who is to be billed for the expense.
Support Group Category Daily Threshold	Select the Yes option to activate the Group Category Daily Threshold feature. Otherwise, select the No option. **Note**: For more information, see the topic *Group Category Daily Threshold* on page 36.

Continue on next page…

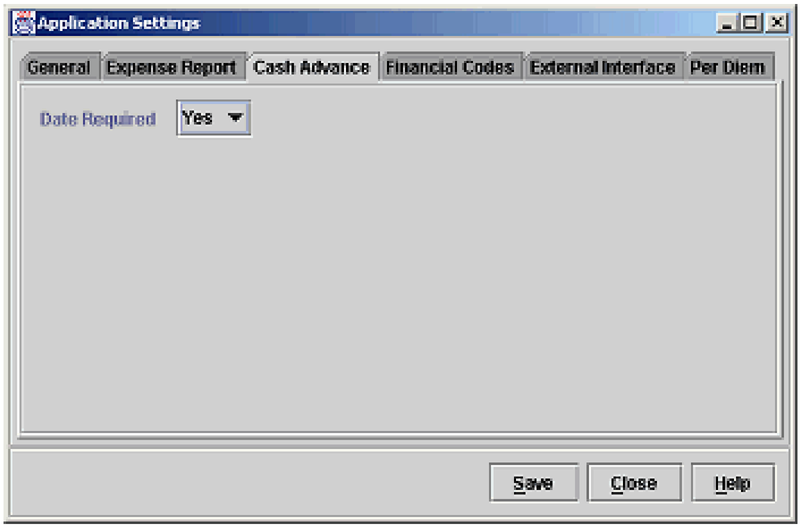
Tab Fields, continued

Field	***Description***
Aging Cash/ATM Advance	Select the Yes option to activate the Aging Cash Advances feature. **WARNING**: Once you activate this feature it cannot be deactivated. Upon activation this option will become grayed-out. **Note**: For more information, see the topic *Understanding Aging Cash Advances* on page 37.
Support Manual Entry in Client Field	Select the Yes option to allow users to enter information in the Client field on an expense report.
Support Mobile/Wireless Functionality	Select the Yes option to activate the PDA Support functionality. **Note**: To assign PDA support to a specific user, you must select the PDA check box on the User Profile window (on the Privileges tab). For more information, see the topic *Privileges Tab* in Chapter 6.
Delete Reject Expense Report	Select the Yes option to grant users the ability to delete expense reports that have a status of "Rejected".
Include Recovery Amount in Reimbursement	If the Yes option is selected, expense recovery amounts will be included in the reimbursement amount of expense reports. **Note**: For more information, see the topic *Reimbursement Recovery Option* on page 48.
Support PTP Functionality	This field cannot be modified. **Note**: The field will display "Yes" if your license file contains Point-to-Point (PTP) functionality. Otherwise, the field will display "No". PTP is a customized functionality that may not be available to all users. For more information, see Chapter 10.
Recovery on Taxes	Select the Yes option to activate the Recovery on Taxes feature. **WARNING**: Once you activate this feature it cannot be deactivated. Upon activation this option will become grayed-out. **Note**: For more information, see the topic *Tax Recovery Feature* on page 50.
Total Tax Segment (1, 10)	This field cannot be modified.

Cash Advance Tab - Application Settings Window

Use the Cash Advance tab to set up and maintain settings relating to the cash advances.

Example


Application Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
Save
Close
Help

Date Required Yes

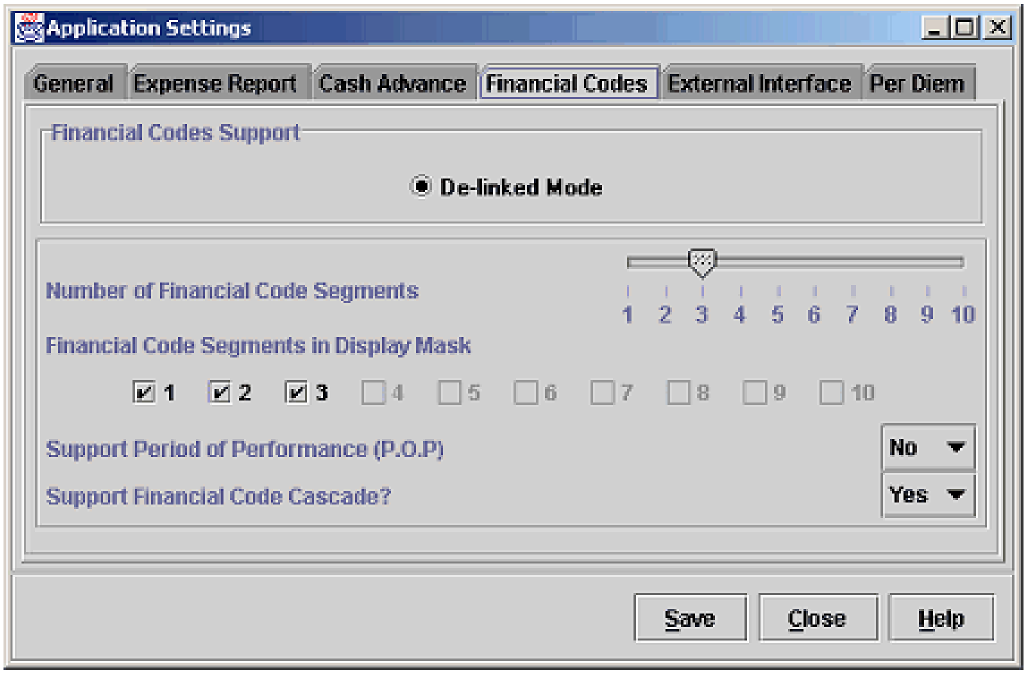
Tab Fields

Field	***Description***
Date Required	Select the Yes option to make the Date Required field mandatory on all cash advance requests. Otherwise, select the No option.

Financial Codes Tab - Application Settings Window

Use the Financial Codes tab to set up and maintain settings relating to your company's financial code structure.

Example


Application Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
1
2
3
4
5
6
7
8
9
10
Save
Close
Help

Financial Codes Support

● De-linked Mode

Number of Financial Code Segments: 3

Financial Code Segments in Display Mask

☑ 1 ☑ 2 ☑ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Support Period of Performance (P.O.P): No

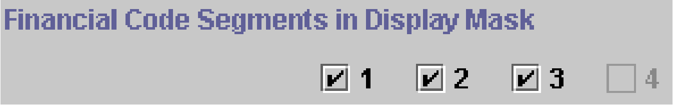
Support Financial Code Cascade?: Yes

Tab Fields

Field	*Description*
Financial Codes Support	The ● De-link Mode option button cannot be modified. The De-link Mode indicator signifies that your application is set to operate with a de-link financial code structure. The ● Standard Mode option button cannot be modified. The Standard Mode indicator signifies that your application is set to operate with a standard financial code structure. **Note**: For more information, see the topic *Understanding Financial Code* on page 54.

Continue on next page…

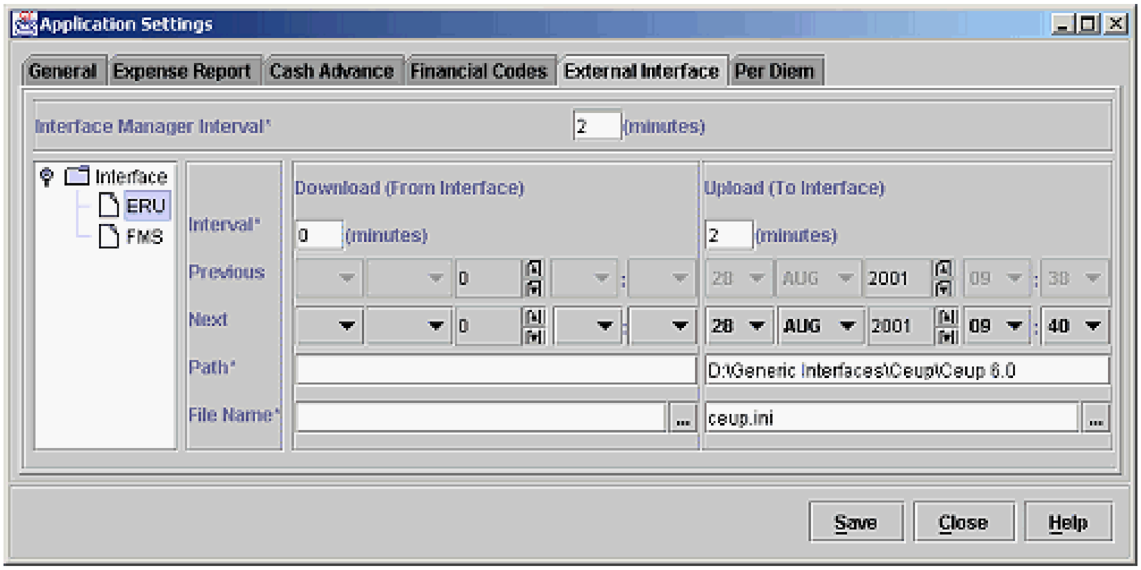
Tab Fields, continued

Field	*Description*
Number of Financial Code Segments	Drag the bar indicator ▽ to the number representing the total number of code segments your company has chosen to use in its Financial Code structure. **Result:** The number of highlighted boxes in the Display Mask will match the number you have selected on the number bar.  Financial Code Segments in Display Mask ☑ 1 ☑ 2 ☑ 3 ☐ 4 **Warning**: If you change the number of code segments you will permanently deactivate all existing financial codes.
Financial Code Segments in Display Mask	**Future Functionality**
Support Period of Performance (P.O.P.)	Select the Yes option to activate the Period of Performance feature. Otherwise, select the No option. **Note**: For more information, see the topic *Period of Performance* in the Glossary.
Support Financial Code Cascade?	Select the Yes option to activate the Financial Code Cascade feature. Otherwise, select the No option. **Note**: For more information, see the topic *Financial Code Cascade* in the Glossary.

External Interface Tab - Application Settings Window

Use the External Interface tab to maintain the interface between AdministratER and other external systems within your organization.

Example


Application Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
Interface
ERU
FMS
Download (From Interface)
Upload (To Interface)
Previous
Next
Save
Close
Help

Interface Manager Interval* 2 (minutes)

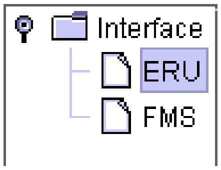
Download (From Interface): Interval* 0 (minutes)

Upload (To Interface): Interval* 2 (minutes); Previous 28 AUG 2001 09 : 38; Next 28 AUG 2001 09 : 40; Path* D:\Generic Interfaces\Ceup\Ceup 6.0; File Name* ceup.ini

Navmgr

Navmgr (Nav Manager) is an interface program used to schedule External Interfaces Settings.

External Interface Tab Components

Interface Manager Interval	Specifies how often Navmgr should check the External Interface Settings Next field for each interface. Navmgr compares the current date and time with the Next date and time to determine if a download or upload of information should occur. If the current date and time is greater than the Next date and time, AdministratER executes the interface. **Note:** To disable this feature, enter a value of 0. If you change this setting, you will need to perform a Corporate Download.
 Interface ERU FMS	Select the acronym representing the interface program to display the program's upload/download instructions. **Example:** Selecting the FMS heading will display the download instructions for the Financial Management System.

Continue on next page…

Download and Upload Fields

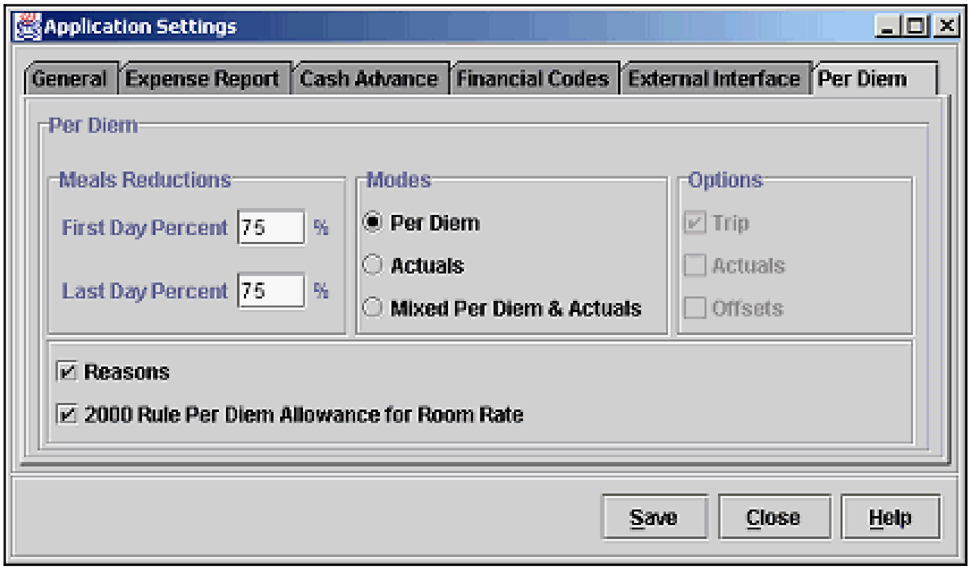
Field	*Description*
Interval	Enter the number of minutes separating each download interval.
Previous	Displays the date and time of the last interval.
Next	Select the date and time of the next interval.
Path	Enter the file path of the interface program.
File Name	Click the ... button and locate the INI file containing the initialization settings for the interface program.

Per Diem Tab - Application Settings Window

Use the Per Diem tab to set up and maintain settings relating to the Per Diem functionality.

Note: The Per Diem tab will not appear if the Enable Per Diem Functionality field is set to NO on the General tab.

Example


Application Settings
General
Expense Report
Cash Advance
Financial Codes
External Interface
Per Diem
Save
Close
Help

Per Diem

Meals Reductions

First Day Percent 75 %

Last Day Percent 75 %

Modes

● Per Diem

○ Actuals

○ Mixed Per Diem & Actuals

Options

☑ Trip

☐ Actuals

☐ Offsets

☑ Reasons

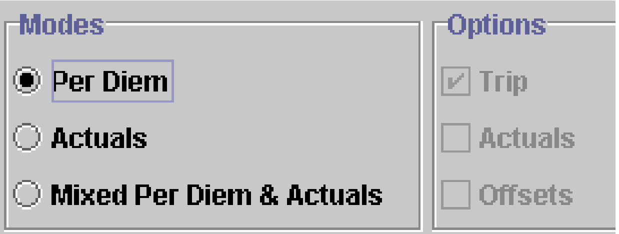
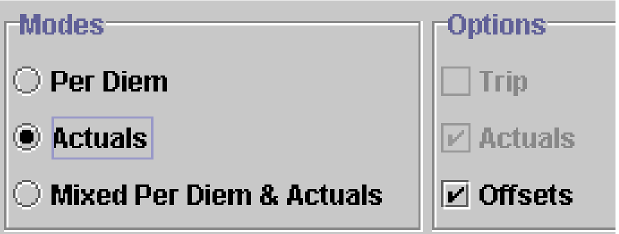
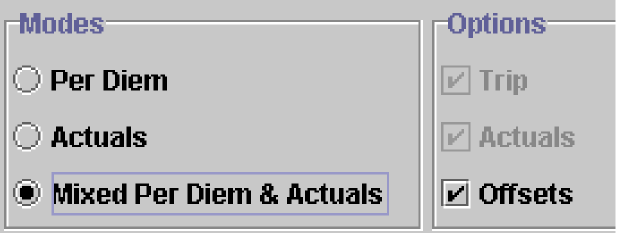
☑ 2000 Rule Per Diem Allowance for Room Rate

Tab Fields

Field	***Description***
First Day Percent	Enter the percentage the government is willing to pay-out on all per diem rates on the first day of a business trip. **Reason**: Since most travelers spend the first and last day of their trip on the road, the government will only pay a certain percentage of all per diem rates on the first and last days of a trip.
Last Day Percent	Enter the percentage the government is willing to pay-out on all per diem rates on the last day of a business trip.

Continue on next page…

Tab Fields, continued

Field	***Description***
● Per Diem	Select the Per Diem option button to operate NavigatER in Pure Per Diem Mode. **Note:** The ☑ Trip check box will appear selected to indicate that the Trip feature is active in Pure Per Diem Mode.  Modes ● Per Diem ○ Actuals ○ Mixed Per Diem & Actuals Options ☑ Trip ☐ Actuals ☐ Offsets
● Actuals	Select the Actuals option button to operate NavigatER in Actuals Mode. **Note:** The ☑ Actuals check box will appear selected to indicate that the Actuals feature is active in Actuals Mode. When the Actuals Mode is active, you may select the ☑ Offsets check box to activate the Offsets feature.  Modes ○ Per Diem ● Actuals ○ Mixed Per Diem & Actuals Options ☐ Trip ☑ Actuals ☑ Offsets
● Mixed Per Diem & Actuals	Select the Mixed Per Diem & Actuals option button to operate NavigatER in Mixed Per Diem Mode. **Note:** The ☑ Trip check box and the ☑ Actuals check box will appear selected to indicate that both the Trip feature and the Actuals feature are active in Mixed Per Diem Mode. When Mixed Per Diem Mode is active, you may select the ☑ Offsets check box to activate the Offsets feature.  Modes ○ Per Diem ○ Actuals ● Mixed Per Diem & Actuals Options ☑ Trip ☑ Actuals ☑ Offsets

Continue on next page…

Tab Fields, continued

Field	***Description***
☑ **Trip**	The ☑ Trip check box will appear selected when the Per Diem option button is selected.
☑ **Offsets**	Select the ☑ Offsets check box to activate the Offsets feature. The Offsets check box can only be accessed when either the ● Actuals option button or the ● Mixed Per Diem & Actuals option button are selected.
☑ **Reasons**	By selecting the Reasons check box ☑, users who have exceeded their Per Diem Guideline will not be able to submit their expense report without recording a reason.
☑ **2000 Rule Per Diem Allowance for Room Rate**	Select this check box ☑ to activate the 2000 Rule Per Diem Allowance for Room Rate feature.

Approver Expense Recovery Feature

When approving an expense report, the Approver Expense Recovery feature allows an Approver to recover all or part of the reimbursement amount on an expense item. This feature is often used when the reimbursement amount exceeds the company's travel guidelines. Rather than rejecting the expense report completely, the Approver may simply recover all or part of the reimbursement amount so that the expense item meets the company's guideline. All expense recoveries will be part of the original expense report for tracking/audit purposes.

Note: If two Approvers recover an amount from the same expense report, the recovery amount from the second Approver will override the recovery amount of the first Approver.

Activating/Deactivating the Approver Expense Recovery feature

1. Open the **Application Settings** window.
2. Click on the **Expense Report** tab.
3. Click inside the **Allow Approver Expense Recovery** field.
4. To activate the Approver Expense Recovery feature, select the **All ERs** option.

   To deactivate the Approver Expense Recovery feature, select the **No Recovery** option.
5. To save your changes, click the **Save** button.

Reimbursement Recovery Option

The Reimbursement Recovery option allows the Administrator to decide whether Approver Expense Recovery amounts should be included or not included in the overall reimbursement amount on an expense report. For more information, see the topic *Reimbursement Recovery Option* on page 48.

Group Category Daily Threshold

This feature can be used by the Application Administrator to group several expense categories into one group and assign the group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "Meals". By assigning a threshold limit to this group, you could limit the total amount a user could claim on meals for a single day.

Result

When this feature is activated, if a user creates an expense report that includes one or more "grouped" expense categories, and has exceeded the daily threshold limit assigned to the particular category group, the user will receive a threshold violation message after clicking the Submit button.

Set Up Option

When setting up the Group Category Threshold feature, the Application Administrator has the option to either:

- Not allow the user to submit the expense report without complying with the daily threshold limit.

  or

- Allow the user to submit the expense report with or without complying with the daily threshold limit. If the report is submitted with a violation, the Approver will receive the violation message when he/she examines the report.

Activating

The Application Administrator can activate the Group Category Threshold feature by selecting **Yes** beside the Support Group Category Daily Threshold option on the Application Settings Window.

Note: The Group Category Threshold must be set up before it can be activated.

See Also

- Create a New Group Category Threshold Group
- Group Category Threshold Window

Understanding Aging Cash Advances

The Aging Cash Advance feature allows companies to control when their employees must settle the balance on their outstanding cash advances. Using this feature the Application Administrator will be able to impose regulations as to how long a user can allow their cash advance balance to remain outstanding. For instance, a user can be restricted from submitting an expense report should their cash advance balance remain outstanding for a certain number of days.

For more details, examine the following topics:

- Project Synopsis (page 38)
- Aging Periods (page 39)
- Deduction Methods (page 40)

See Also

- Activating the Aging Cash Advances Feature
- Cash Aging Screen
- Create Aging Periods
- Delete Aging Periods

Project Synopsis - Aging Cash Advances

When a user receives a cash advance, that amount is immediately added to their Outstanding Cash Advance (OCA) balance. The Expense Report program monitors the number of days the cash advance remains outstanding, or in simple terms, the number of days the cash advance has "aged". As additional cash advances are approved to a single user, those amounts are added to the user's overall OCA balance, but the Expense Report program continues to monitor the age of each individual cash advance separately.

Most often, when an employee pays for a business expense using the cash advance they received from their company, the employee will record this action in their expense report by allocating the cost of the expense from their OCA balance. This process provides assurance to the company that its funds have been allocated appropriately. But when a user fails to comply with this process, for whatever reason, it is difficult for a company to monitor which users are allowing their OCA balance to become delinquent.

Using the Aging Cash Advance feature, a company can control the number of days a user's cash advance remains outstanding by applying restrictions to the user's ability to submit expense reports. A company can create customized Aging Periods that will cover the life-span of each individual cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days. Once the Aging Periods have been created the company can assign a Deduction Method to each period. Each Deduction Method will define the mandatory tasks the user must complete before they can submit their next expense report. These tasks will center on reducing their outstanding cash advances.

See Also

- Understanding Aging Cash Advances
- Aging Periods
- Deduction Methods
- Activating the Aging Cash Advances Feature
- Cash Aging Screen
- Create Aging Periods
- Delete Aging Periods

Aging Periods

An Aging Period represents a specific period of time within the life-span of an outstanding cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days.

Deduction Method

By assigning a Deduction Method to each Aging Period, a company can control the number of days a user’s cash advance can remain outstanding. When a user’s cash advance has aged to a point within a specified Aging Period, the Deduction Method could impose restrictions on the user’s ability to submit expense reports. A Deduction Method could be used to force an employee to allocate all or part of their outstanding balance towards their next expense report.

Negative Reimbursement

For each Aging Period your company can choose whether or not you can allocate a portion of your Outstanding Cash Advance balance towards an expense report to cause a negative reimbursement amount. For instance, if you recorded a business expense of $300 in your expense report, and then allocated $500 from your Outstanding Cash Advance balance, the expense report would register a reimbursement amount of negative -$200. Therefore, if your Application Administrator did not activate the "Negative Reimbursement" option for the Aging Period your cash advance has achieved, you would not be able to submit your next expense report containing a negative reimbursement amount.

Example Aging Periods

1. **Aging Period # 1**
   - Covers Day 1 to Day 59.
   - This period is assigned the Deduction Method **"User Deduction"**.
   - The Negative Reimbursement option is NOT activated for this period.
2. **Aging Period # 2**
   - Covers Day 60 to Day 79.
   - This period is assigned the Deduction Method **"User Forced Deduction"**.
   - The Negative Reimbursement option is activated for this period.
3. **Aging Period # 3**
   - Covers Day 80 and older.
   - This period is assigned the Deduction Method **"System Forced Deductions"**.
   - The Negative Reimbursement option is activated for this period.

Deduction Method

A Deduction Method defines the tasks a user must complete before they can submit their next expense report. A Deduction Method is assigned to each Aging Period. Therefore, when a cash advance has aged to a point within a specific Aging Period, the rules imposed by the assigned Deduction Method are activated.

There are three unique Deduction Methods for a company to choose from. The three Deduction Methods are:

1. ***User Deduction***: This Deduction Method does not impose any mandatory tasks on the user. For the duration of the Aging Period, the employee is entrusted to decide when it is necessary to settle their outstanding cash advance balance. This Deduction Method is normally reserved for the first Aging Period (e.g. the first 60 days).
2. ***User Forced Deduction***: This Deduction Method requires the user to allocate at least a dollar from their overdue cash advance towards their next expense report. The user will not be able to submit an expense report until this task is complete. This task only needs to be performed once for the duration of the Aging Period. If a user has multiple outstanding cash advances, they must make sure to reduce the balance on the cash advance that has aged the most. For instance, if the user received a cash advance on March 1st and April 1st, they must deduct at least one dollar from the March 1st cash advance. If the user has multiple cash advances that fall within the same Aging Period, the user must allocate a dollar from each cash advance towards their next expense report. If the user tries to submit an expense report without completing the Deduction Method tasks correctly, an error message will appear explaining which cash advance(s) are at fault.
3. ***System Forced Deduction***: This Deduction Method requires the user to allocate the total balance of the overdue cash advance towards their next expense report. The user will not be able to submit an expense report until this task is complete. If a user has multiple outstanding cash advances, they must make sure to reduce the balance on the cash advance that has aged the most. If the user has multiple cash advances that fall within the same Aging Period, the user must allocate the total balance for each cash advance towards their next expense report.

See Also

- Understanding Aging Cash Advances
- Aging Periods

Activating the Aging Cash Advance Feature

The Aging Cash Advance feature allows companies to control when their employees must settle the balance on their outstanding cash advances. For more information, see the topic *Understanding Aging Cash Advances* on page 37.

WARNING: Once you activate this feature it cannot be deactivated. Once activated this option will become grayed-out.

To activate the Aging Cash Advance feature:

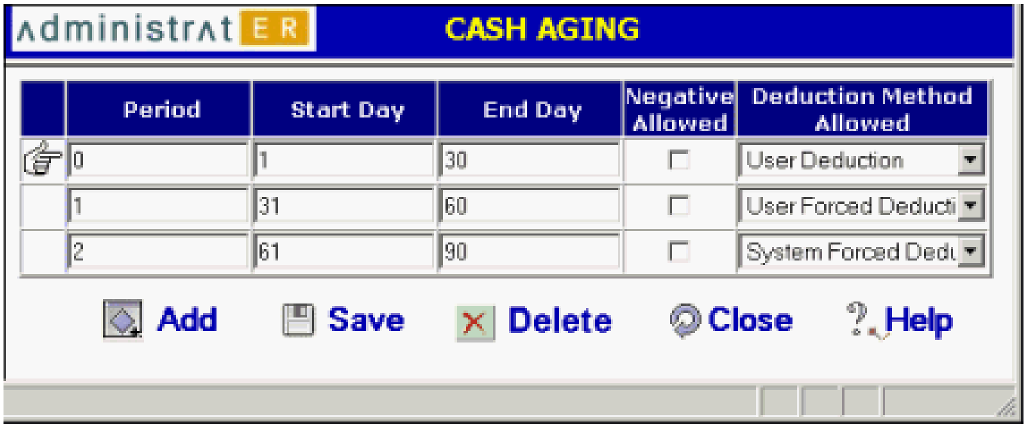
1. Display the **AdministratER Main Screen**.
2. From the **Preferences** menu, select **Application Settings** to open the Application Settings window.
3. Click the **Expense Report** tab.
4. Click inside the **Aging Cash/ATM Advance** field and select **Yes**.
5. To save your changes, click the **Save** button.
6. To close the window, click **Close** button.

   Result: The Cash Aging Configuration window is now available.

Cash Aging Screen

Use the Cash Aging screen to create Aging Periods.

Example



	Period	Start Day	End Day	Negative Allowed	Deduction Method Allowed
	0	1	30	☐	User Deduction
	1	31	60	☐	User Forced Deducti
	2	61	90	☐	System Forced Dedu

To open the Cash Aging screen:

1. The Aging Cash Advance feature must be activated.

   For more information, see the topic *Activating the Aging Cash Advance Feature* on page 41.
2. Display the AdministratER Main Screen.
3. From the **Tables** menu, select **Cash Aging**.

Use this screen to…

- Create Aging Periods
- Delete Aging Periods

See Also

- Understanding Aging Cash Advances
- Activating the Aging Cash Advance Feature

Continue on next page…

Window Columns

Column Name	Description
Period	The Aging Period number. This column cannot be modified. When you create a new Aging Period, the program automatically assigns the next available number to your new Aging Period.
Start Day	The beginning day of the date range used for the Aging Period. **Note:** The Start Day for Aging Period # 1 always defaults to 1.
End Day	The end day of the date range used for the Aging Period. **Example:** If the Aging Period covers the first 60 days of a cash advance's life-span, the Start Day will be 1 and the End Day will be 60.
Negative Allowed	When a user allocates an amount from their Outstanding Cash Advance balance to their expense report, their report may register a negative reimbursement amount. In which case: • If you wish to allow the user to submit the expense report, click the Negative Allowed check box ☑ . • Otherwise, if you do not wish to allow the user to submit the expense report, leave the Negative Allowed check box ☐ blank. **Example:** If a user recorded a business expense of $300 in their expense report, and then allocated $500 from your Outstanding Cash Advance balance, the expense report would register a reimbursement amount of negative -$200. Therefore, if the "Negative Reimbursement" option is not selected, the user will not be able to submit their expense report. **Important Note:** If the Deduction Method Allowed field is set to "System Forced Deduction", the Negative Allowed check box cannot be unchecked.
Deduction Method Allowed	From the Deduction Method Allowed drop-down list, select the Deduction Method you wish to assign to the Aging Period. The three Deduction Methods are: • User Deduction - No restrictions imposed on user. • User Forced Deduction - User must allocate at least a dollar from their overdue cash advance balance towards their next expense report. • System Forced Deduction - User must allocate the entire balance of their overdue cash advance towards their next expense report. **Note**: If the Deduction Method Allowed field is set to "System Forced Deduction", the Negative Allowed check box cannot be unchecked. **Note**: For more information, see the topic *Deduction Method* on page 40.

Continue on next page…

Window Buttons

Button Name	***Description***
Add	Click the Add button to create a new Aging Period.
Delete	To delete an Aging Period, select the Aging Period you wish to delete (make sure that the hand pointer ☞ is pointing to the period you wish to delete), and then click the Delete button. **Note**: You may need to click inside one of the number fields in order to select the row.
Save	When adding, deleting, or changing an Aging Period, click the Save button to save your changes.
Close	Click the Close button to exit from the Cash Aging screen.
Help	Click the Help button to display help relating to the Cash Aging screen.

Create Aging Periods

An Aging Period represents a specific period of time within the life-span of an outstanding cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days. For more information, see the topic *Understanding Aging Cash Advances* on page 37.

Rules for creating Aging Periods

- There can be no gaps between Aging Periods. For instance, if the End Day for Aging Period # 1 was 60, the Start Day for Aging Period # 2 must be 61.
- Aging Periods cannot overlap. For instance, if Aging Period # 1 covers day 1 to day 60, the Aging Period # 2 cannot start between day 1 to 60.

To create Aging Period # 1:

1. From the **Tables** menu, select **Cash Aging** to open the Cash Aging Screen.

   Note: When you first open the Cash Aging screen, the first Aging Period (or row) will be blank.
2. Since the **Start Day** for the first Aging Period must always be "1", accept the current default.
3. In the **End Day** field, enter the last day in the date range being used by the Aging Period.
4. When a user allocates an amount from their Outstanding Cash Advance balance to their expense report, their report may register a negative reimbursement amount. In which case:
   - If you wish to allow the user to submit the expense report, click the **Negative Allowed** check box ☑ .
   - Otherwise, if you do not wish to allow the user to submit the expense report, leave the **Negative Allowed** check box ☑ blank.
5. From the **Deduction Method Allowed** drop-down list, select the Deduction Method you wish to assign to the Aging Period.

   Note: For more information, see the topic *Deduction Method* on page 40.
6. To save the new Aging Period, click the **Save** button.
7. To close the Cash Aging screen, click the **Close** button.

Continue on next page…

To create additional Aging Periods:

1. Click the **Add** button.

   Result: A new Aging Period, or row, will appear (blank).

2. Since there can be no gaps between Aging Periods, the date in the **Start Day** field will equal the previous End Day + 1.
3. In the **Start Day** field, enter the first day in the date range being used by this Aging Period.
4. In the **End Day** field, enter the last day in the date range being used by the Aging Period.
5. Decide whether to select or de-select the **Negative Allowed** check box ☑ .
6. From the **Deduction Method Allowed** drop-down list, select the Deduction Method you wish to assign to the Aging Period.

See Also

- Deleting Aging Periods

Delete Aging Periods

Rules for deleting Aging Periods

- There can be no gaps between Aging Periods. Therefore, if you have three Aging Periods, you cannot delete the Aging Period # 2. The Delete button will not be accessible. You can only delete the last Aging Period, or row, in your list of periods.

To delete an Aging Period:

1. Select the last Aging Period on the Cash Aging screen.

   Note: Make sure that the hand pointer ☞ is pointing to the period you wish to delete. You may need to click inside one of the number fields in order to select the row.

2. Click the **Delete** button.
3. Click the Save button to save your changes.
4. To close the Cash Aging Configuration window, click the **Close** button.

See Also

- Understanding Aging Cash Advances
- Creating Aging Periods

Reimbursement Recovery Option

Introduction

The Reimbursement Recovery option allows the Administrator to decide whether Approver Expense Recovery amounts should be included or not included in the overall reimbursement amount on an expense report.

Activating the Reimbursement Recovery Option

1. Open the Application Settings window.
2. Select the Expense Report tab.
3. Click inside the **Include Recovery Amount in Reimbursement** field and select **Yes**.
4. Click the **Save** button.
5. To close the Application Settings window, click the **Close** button.
6. Perform a corporate download.

   Note: Any changes made in the AdministratER application will only take effect after the corporate download has been completed. For more information, see the topic *Corporate Download Screen* on page 19.

Functionality

- If the Reimbursement Recovery option is ACTIVE, expense recovery amounts will be included in the reimbursement amount of expense reports.
- If the Reimbursement Recovery option is NOT ACTIVE, expense recovery amounts will not be included in the reimbursement amount of expense reports.

Example Scenarios

- The Reimbursement Recovery option is ACTIVE.
  1. An Approver has been assigned the task of approving an expense report claiming a reimbursement amount of $300.00.
  2. The Approver discovers that the user has exceeded their travel guideline by $100.00.
  3. Therefore, the Approver recovers $100.00 from the expense report.
  4. The reimbursement amount for the expense report will now display $200.00.

     Result: The expense recovery amount has been subtracted from the reimbursement amount.

Continue on next page…

Example Scenarios, continued

- The Reimbursement Recovery option is NOT ACTIVE.
    1. An Approver has been assigned the task of approving an expense report claiming a reimbursement amount of $300.00.
    2. The Approver discovers that the user has exceeded their travel guideline by $100.00.
    3. Therefore, the Approver recovers $100.00 from the expense report.
    4. The reimbursement amount for the expense report will still display $300.00.

       Result: The expense recovery amount does not affect the reimbursement amount.

Tax Recovery Feature

Attention: Tax Recovery is a customized feature that may not be available to all users.

Introduction

Companies which have incurred domestic business expenses and/or incurred expenses in European countries (and in some non-European countries) are often entitled to reclaim taxes and value added taxes (VAT) on specific business expenses, including goods and services.

The new Tax Recovery feature allows companies the ability to properly allocate recoverable taxes. For each recoverable tax, the Application Administrator can now assign a tax code to each expense category.

For example, if a company is entitled to reclaim taxes applied to entertainment expenses incurred in France, the Application Administrator can assign a tax code to the expense category "Entertainment", within the VAT for France. Thus, when an employee claims an entertainment expense incurred on a trip to France, the integration program will use the data in the location field to search, acquire, and upload the associated tax code.

The Tax Recovery feature can be activated from the Application Settings window. Use the Currency Taxes window to assign tax codes to foreign and/or domestic taxes.

Note: The Tax Recovery feature may also be referred to as the Recovery on Taxes feature.

To activate the Tax Recovery feature:

1. Open the Application Settings Window.
2. Click the **Expense Report** folder.
3. Select the ☑ **Recovery on Taxes** check box.

   WARNING: Once you activate this feature it cannot be deactivated. Upon activation this option will become grayed-out.
4. Click the **Save** button to activate the Tax Recovery feature.
5. Click the **Close** button to close the Application Settings window.

See Also

- Currency Taxes Window
- Adding a New Tax
- Assigning Tax Recovery Codes

Understanding the Approval Process

When a company first sets up their Expense Report application, the Application Administrator must choose which approval process the company will follow for approving expense reports and cash advance requests. The three approval process options are listed below.

Note: For information on how to set up your company's approval process, see the topic *Setting Up the Approval Process* on page 53.

Option 1) No Approval Process

This option may be chosen if the company does not wish to incorporate an approval process at all. Instead, the company may allow each employee to submit their expense reports without being approved by management.

Option 2) By Submitter

This option allows the Submitter to modify their Approval Hierarchy, thus giving the Submitter authority to influence how their expense reports and cash advance requests are approved. There are three variations of this approval method:

1. **Corporate Approval Chains Only**: Submitters can construct their Approval Hierarchy by selecting from a list of predefined Corporate Approval Chains that are created by the Application Administrator.

   Note: In order to set up this approval process the Application Administrator must make sure that no users have the "User Defined Chains" checkbox selected in their Personal Profile.

2. **Personal Approval Chains Only**: If a company decides not to use Corporate Approval Chains in their approval process, Submitters can construct their Approval Hierarchy using Personal Approval Chains they created themselves.

   Note: In order to set up this approval process the Application Administrator must make sure that all users have the "User Defined Chains" checkbox selected in their Personal Profile.

3. **Corporate and Personal Approval Chains**: Submitters will be able to construct their Approval Hierarchy using both Corporate Approval Chains and Personal Approval Chains. Each Submitter will need authorization from the Application Administrator in order to create Personal Approval Chains.

   Note: In order for a user to create their own Personal Approval Chains, the Application Administrator must select the "User Defined Chains" check box in their Personal Profile. For more information, see the topic *User Profile Window* on page 154.

Related Information:

- If an expense report qualifies for auto-approval, the file will be approved automatically. Cash advance requests cannot be auto approved.

Continue on next page…

Option 3) By Financial Code

If this option is chosen, the Application Administrator must assign an Approval Chain to each financial code in the program. Therefore, which Approval Chain an expense report will follow will depend upon which financial code or Codes a Submitter adds to their expense report.

Example Scenario:

Step 1) Application Administrator assigns financial code "123" to Approval Chain "chain1".

Step 2) A user assigns financial code "123" to an expense item on their expense report.

Step 3) When the user submits the expense report for approval, the report is automatically assigned to the Approval Chain "chain1".

Related Information:

- Using the "By Financial Code" approval process, a Submitter will be unaware of which Approval Chain their expense file will be following.
- If an expense report contains multiple financial codes, the report will be assigned to multiple Approval Chains.
- Although two financial codes can be assigned to the same Approval Chain, an expense report cannot be assigned to the same Approval Chain more than once. Likewise, an expense report cannot be assigned to the same Approver more than once.
- The "By Financial Code" approval process does not affect cash advance requests since they are not associated with financial codes. Instead, when a user submits a cash advance request, the Approval Hierarchy window will appear.
- Using the "By Financial Code" approval process, if an expense report qualifies for auto-approval, the file will approved automatically. Cash advance requests cannot be auto approved.
- The company may choose to associate each financial code with its own Approval Chain. Therefore, which Approval Chain an expense report uses will depend on which financial code the Submitter assigns to each expense item in their report. The Submitter will be unaware of which Approval Chain their expense file will be following.

Setting Up the Approval Process

When a company first sets up their Expense Report program, the Application Administrator must choose which approval process the company will follow for approving expense reports and cash advance requests.

Note: For more information, see the topic *Understanding the Approval Process* on page 51.

The three approval process options are listed below.

1. **No Approval Process**: The company may choose not to incorporate an approval process at all. Instead, the company may allow each employee to submit their expense files without being approved by management.
2. **By Submitter**: The company may choose to allow the Submitter to directly influence the approval process of their files. This is the only method that uses an Approval Hierarchy.
3. **By Financial Code**: The company may choose to associate each financial code with its own Approval Chain. Therefore, which Approval Chain an expense report uses will depend on which financial code the Submitter assigns to each expense item in their report. The Submitter will be unaware of which Approval Chain their expense file will be following.

Setting Up the Approval Process

1. Open the **Application Settings** window.
2. From the **General** tab, click inside the **Approval Chains Selected by** field
3. Select the approval process you wish to adopt; No Approval, Financial Code, or Submitter
4. To save your changes, click the **Save** button.

   Note: If you choose "By Financial Code" you may receive an error message if this is not the first time your company's approval process has been set. All of the financial codes on the Financial Code window must be assigned an Approval Chain before you can change your company's approval process to "By Financial Code".
5. Click the **Close** button to close the Application Settings window.

Understanding Financial Codes

Purpose

Financial codes allow companies to categorize their expenses. A single group of financial codes could monitor a company's expenses according to:

- Service Providers (e.g. airlines, limo services)
- Internal Departments (e.g. sales department, shipping department)
- Supply Locations (e.g. cities, companies)

Using the AdministratER program, a company could create several unique groups of financial codes, each group designed to monitor a specific area of expense information.

Structure

Each financial code is comprised of two or more segment levels of code. Each code segment helps to identify the area of information that the financial code is monitoring.

For instance, a company could monitor its department expenses using a group of financial codes consisting of two segments of code. The first segment could represent the company name, while the second segment could represent the name of the department. Each financial code in this group would share the first segment code (company name), but the last segment (department name) would always be unique.

Authority

It is the responsibility of the Application Administrator to create each financial code group and each code segment within. Before any financial codes are created, the Application Administrator must specify in the Application Settings Window the number of code segments needed for all financial code groups. If the number of financial code segments is changed, all existing financial codes will be deactivated.

Continue on next page…

Example

If a financial code group is created to monitor expenses according to departments within an organization, then:

- Code Segment 1 might represent the company main headquarters.
- Code Segment 2 might represent each branch location.
- Code Segment 3 might represent each department within each branch.

Using this example, we can assign specific codes to each level within the organization.

• Segment 1:	• Main Headquarters	• **ABC**
• Segment 2:	• New York City Branch	• **NYC**
•	• Los Angeles Branch	• **LA**
•	• Chicago Branch	• **CHI**
• Segment 3:	• Payroll Department	• **PAY**
	• Shipping Department	• **SHP**
	• Sales Department	• **SLS**

Therefore, if a financial code was to be assigned to an expense item originating from the Sales Department at the Chicago Branch, the user would select the financial code:

ABC.CHI.SLS

See Also

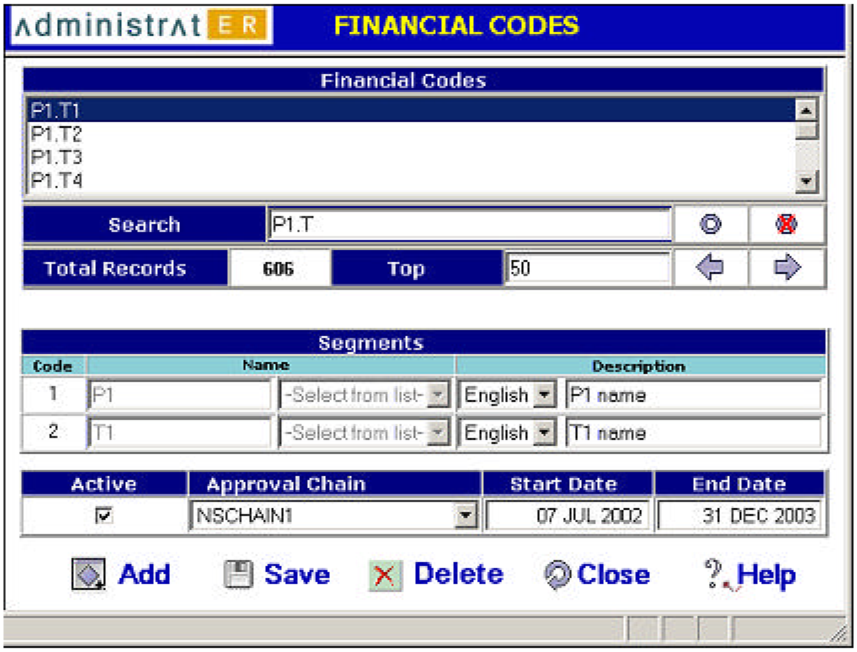
- Creating Financial Codes for the First Time

Financial Codes Screen

Use the Financial Codes screen to add and maintain financial codes.

Note: The Financial Codes screen is a customized feature that may not be available to all companies.

Example



FINANCIAL CODES

Financial Codes

P1.T1
P1.T2
P1.T3
P1.T4

Search: P1.T

Total Records: 606 Top: 50

Segments

Code	Name		Description	
1	P1	-Select from list-	English	P1 name
2	T1	-Select from list-	English	T1 name

Active	Approval Chain	Start Date	End Date
☑	NSCHAIN1	07 JUL 2002	31 DEC 2003

Note: It is recommended that new users refer to the following topics before creating their first financial code.

- Understanding Financial Codes
- Creating Financial Codes for the First Time

To open the Financial Codes screen:

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **Financial Codes**.

Use this screen to:

- Load Financial Codes
- Add Financial Codes
- Modify Financial Codes
- Deactivate Financial Codes

Continue on next page…

See Also

- Period of Performance Feature

Financial Codes Section

Field	***Description***
List Box	The Financial Codes list box will display the financial codes found in your search criteria. For example, the list box will display the number of financial codes specified in the Top field. If the Search field contains all or part of a financial code, then the list box will display the financial codes that match the search criteria.
Search Field	Narrow down your display list by entering all or part of the desired financial code in the Search field. To initiate your search, you must click the Search button ◎.
◎ **(Search Button)**	Click the Search button to initiate your financial code search using the code entered in the Search field.
☒ **(Clear Button)**	Click the Clear button to clear the Search field.
Total Records	This field will display the total number of financial codes stored in the application database.
Top	Enter the number of financial codes you wish to display in the list box beginning with the first code in the database. For example, by entering the number 50, the list box will display the top fifty financial codes in the database. To refresh the display list, you must click the Search button ◎.
⇦ ⇨ **(Next/Previous Buttons)**	Use the Next and Previous buttons to display the next batch of financial codes in the database according to the number entered in the Top field. For example, if the Top field contains the number 50, by clicking the Next button the list box will display the next fifty financial codes in the database, and clicking the Previous button will display the previous fifty financial codes.

Segments Section

The Segments section will display the code segments found in the financial code that is selected in the Financial Codes list.

Field	***Description***
Code	Indicates the code segment number (1, 2, 3, ...) for each code segment.

Continue on next page…

Segments Section (continued)

Field	*Description*
Name	Displays the name for assigned to each code segment. When creating a financial code, you can complete the Name field by either: • Entering the code segment directly into the Name field. • Or, if you would like to copy a code segment from an existing financial code, click the ▼ button beside the Name field and selecting a code segment from the drop-down list.
Description	Displays a description for each code segment. When creating a financial code, use the Description field to enter a description explaining the purpose of each code segment. **Note**: If you company supports French users, you may click the Language field, select French from the drop-down list, and then enter the French translation of the code segment description in the Description field.

Other Fields

Field	*Description*
Active	To deactivate the selected financial code, de-select the Active check box.
Approval Chain	If your company has decided to associate Approval Chains with financial codes, click the ▼ button beside the Approval Chain field and select the desired Approval Chain. **Note**: For more information on associating Approval Chains with financial codes, see the topic *Understanding the Approval Process*.
Start Date/End Date	If your company supports the Period of Performance (P.O.P.) feature, you may assign a P.O.P. date range to the selected financial code. To modify the Start Date/End Date fields, you may either: • Overwrite the default date inside each field. • Or, double-click inside each field and select a new date from the Date pop-up window. **Note**: These fields are only active if you have selected the check box for the Support Period of Performance Financial Code option on the Application Settings Window. For more information, see the topic *Period of Performance (P.O.P.)*.

Continue on next page…

Window Buttons

Button	***Description***
Add	Click the Add button to create a new financial code. **Note**: For more information, see the topic *Adding Financial Codes*.
Save	Click the Save button to save your changes to the Financial Codes screen.
Delete	Click the Delete button to delete an unsaved financial code from the display list. **Note**: Once a financial code has been saved, it cannot be deleted.
Close	Click the Close button to exit the Financial Codes screen.

Creating Financial Codes for the First Time

Before You Start

There are a few things to remember before you work with financial codes:

- Make sure that you have specified all of the correct system settings. For example, make sure that you have specified the correct number of code segments you wish to use for all financial codes. For more information, refer to Application Settings Window.
- It is recommended that you make a sketch of each financial code you wish to create. This will ensure that you will enter the code segments in the correct order and that you have chosen to use the correct number of code segments.
- If your company has chosen to adopt an approval process where financial codes are associated with Approval Chains, you will need to create all of your company's Approval Chains first before you can create a single financial code. Each financial code you create will need to be associated with its own unique Approval Chain.

  For more information, see the topic *Understanding the Approval Process* on page 51.
- A financial code can be divided into as many as 10 segments of code. Each segment can include up to 30 characters. The Financial Code description has a capacity of 100 characters.
- You cannot delete a financial code, you can only disable it. For more information, see the topic *Deactivating Financial Codes* on page 66.
- If you change the number of financial code segments in the Application Settings Window, all existing financial codes will become invalid. In order to use these codes again, you will have to re-enter them.

See Also

- Adding Financial Codes

Loading Financial Codes

Use the Financial Codes screen to load a financial code. There are two ways to load your financial code information:

- **Manual -** all financial codes are entered manually through the financial codes window.
- **Automated -** an optional module imports your financial codes into AdministratER. This module automates the maintenance of financial codes for those companies with financial codes that frequently change. For more information, refer to the Interface Specification Document.

Before You Start

There are a few things to remember before you load a financial code:

- On the Application Settings window (General tab), if the "Approved Chains Selected By" option is set to "Financial Codes", you must create the financial codes after creating the approval chains since each financial code requires an associated approval chain.
- Financial codes are an excellent method to prompt your users to make choices and can expand beyond financial codes. For example, Segment 1 can be Travel and Entertainment (T&E), procurement (P-card), and Project.
- Your accounting system may require that you enter the financial codes in a certain order. AdministratER can arrange the codes during the exporting of data to your accounting system. Make sure that you present the codes in an order that is most useful for your employees.
- AdministratER builds a matrix to support selected segments. If you decide to change the number of segments, the new matrix will overwrite all existing financial codes, rendering all previous financial codes inactive. If you still require the inactive codes, you will have to re-enter them.
- Be sure of the codes that you wish to add, otherwise you will not be able to delete a code once it has been added to the database.

See Also

- Financial Codes Screen
- Add Financial Codes
- Modify Financial Codes
- Deactivating Financial Codes

Adding Financial Codes

Use the Financial Codes screen to create new financial codes.

Note: It is recommended that new users refer to the following topics before creating their first financial code.

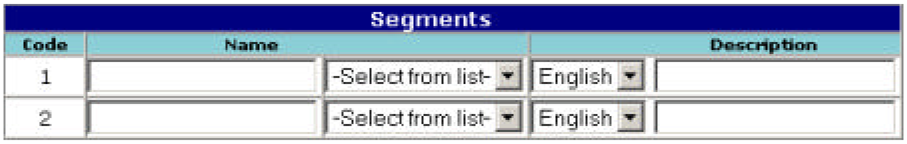
- *Understanding Financial Codes*
- *Creating Financial Codes for the First Time*

To add a new financial code

1. Open the Financial Codes screen.
2. Click the **Add** button.

   Result: AdministratER adds a new line in the Financial Codes section of the window and clears all fields in the Segments section.

3. The new financial code should consist of one or more code segments. For each code segment, complete the following fields:



Segments				
Code	Name		Description	
1		-Select from list-	English	
2		-Select from list-	English	

• **Name**	In ascending order, complete the Name field for each code segment by either: • Entering the code segment in the Name field. • Or, if you would like to copy a code segment from an existing financial code, click the ▼ button beside the Name field and selecting a code segment from the drop-down list.
• **Description**	For each code segment, enter a description explaining the purpose of the code segment. **Note**: If you company supports French users, you may click the Language field, select French from the drop-down list, and then enter the French translation of the code segment description in the Description field.

4. If your company has decided to associate Approval Chains with financial codes, click the ▼ button beside the Approval Chain field and select the desired Approval Chain.

   Note: For more information on associating Approval Chains with financial codes, see the topic *Understanding the Approval Process* on page 51.

Continue on next page…

Other Fields

5. If your company supports the Period of Performance (P.O.P.) feature, you may assign a P.O.P. date range to the selected financial code. To modify the Start/Date fields, you may either
    - Overwrite the default date inside each field.
    - Or, double-click inside each field and select a new date from the Date pop-up window.

   Note: These fields are only active if you have selected the check box for the Support Period of Performance Financial Code option on the Application Settings Window. For more information, see the topic *Period of Performance (P.O.P.)*.
6. If you wish to deactivate the financial code, de-select the **Active** check box ☑.
7. To save the financial code, click the **Save** button.

   Note: Once a financial code has been saved, it cannot be deleted.
8. To add another financial code, repeat steps 2 to 7.
9. To close the Financial Codes screen, click **Close**.

See Also

- Financial Codes Screen
- Modify Financial Codes
- Deactivating Financial Codes

Modifying Financial Codes

Use the Financial Codes screen to modify existing financial codes.

To modify a financial code:

1. Open the Financial Codes screen.
2. If the financial code you wish to modify is not currently displayed in the financial codes list, you may use the following devices to help you search for the desired financial code. Otherwise, continue with step 3.

Field	*Description*
Search Field	Narrow down your display list by entering all or part of the desired financial code in the Search field. To initiate your search, you must click the Search button ◎.
◎ (Search Button)	Click the Search button to initiate your financial code search using the code entered in the Search field.
Top	Enter the number of financial codes you wish to display in the list box beginning with the first code in the database. For example, by entering the number 50, the list box will display the top fifty financial codes in the database. To refresh the display list, you must click the Search button ◎.
⇦ ⇨ **(Next/Previous Buttons)**	Use the Next and Previous buttons to display the next batch of financial codes in the database according to the number entered in the Top field. For example, if the Top field contains the number 50, by clicking the Next button the list box will display the next fifty financial codes in the database, and clicking the Previous button will display the previous fifty financial codes.

3. In the Financial Codes section, select the financial code you wish to modify.

   Result: The Segments section will display all of the code segments found in the selected financial code.

   Note: You cannot modify the code segments contained in a financial code.

4. To enter a new description for one of the code segments, modify the text in the Description field.

   Note: If your company supports French users, you may click the Language field, select French from the drop-down list, and then enter the French translation of the code segment description in the Description field.

Continue on next page…

To modify a financial code (continued)

5. If your company has decided to associate Approval Chains with financial codes, click the ▼ button beside the Approval Chain field and select the desired Approval Chain.

   Note: For more information on associating Approval Chains with financial codes, see the topic *Understanding the Approval Process* on page 51.

6. If your company supports the Period of Performance (P.O.P.) feature, you may assign a P.O.P. date range to the selected financial code. To modify the Start/Date fields, you may either

   - Overwrite the default date inside each field.
   - Or, double-click inside each field and select a new date from the Date pop-up window.

   Note: These fields are only active if you have selected the check box for the Support Period of Performance Financial Code option on the Application Settings Window. For more information, see the topic *Period of Performance (P.O.P.)*.

7. If the Active check box ☑ is NOT selected, and you wish to activate the financial code, simply select the check box.
8. If the Active check box ☑ is selected, and you wish to deactivate the financial code, simply de-select the check box.
9. To save your changes, click the **Save** button.
10. To modify another financial code, repeat steps 2 to 9.
11. To close the Financial Codes screen, click **Close**.

See Also

- Loading Financial Codes
- Add a Financial Code
- Deactivating Financial Codes

Deactivating Financial Codes

Use the Financial Codes screen to deactivate financial codes, making them inaccessible to users creating expense reports.

Warning: If you deactivate a financial code, it is permanently deactivated until you reactivate it using the financial code upload interface.

To deactivate a financial code

1. Open the Financial Codes screen.
2. If the financial code you wish to modify is not currently displayed in the financial codes list, you may use the following devices to help you search for the desired financial code. Otherwise, continue with step 3.

Field	***Description***
Search Field	Narrow down your display list by entering all or part of the desired financial code in the Search field. To initiate your search, you must click the Search button ◎.
◎ **(Search Button)**	Click the Search button to initiate your financial code search using the code entered in the Search field.
Top	Enter the number of financial codes you wish to display in the list box beginning with the first code in the database. For example, by entering the number 50, the list box will display the top fifty financial codes in the database. To refresh the display list, you must click the Search button ◎.
⇦ ⇨ **(Next/Previous Buttons)**	Use the Next and Previous buttons to display the next batch of financial codes in the database according to the number entered in the Top field. For example, if the Top field contains the number 50, by clicking the Next button the list box will display the next fifty financial codes in the database, and clicking the Previous button will display the previous fifty financial codes.

3. In the Financial Codes section, select the financial code you wish to deactivate.

   Result: The Segments section will display all of the code segments found in the selected financial code.

4. De-select the Active check box ☑.

   Result: A confirmation message will appear.

Continue on next page…

To deactivate a financial code (continued)

5. To continue, click the **Yes** button on the message box.
6. To save your changes, click the **Save** button.

   Result: The selected financial code is deactivated.
7. To deactivate another financial code, repeat steps 2 to 6.
8. To close the Financial Codes screen, click the **Close** button.

See Also

- Loading Financial Codes
- Add a Financial Code
- Modify Financial Codes

Chapter 3
- Maintaining Pick Lists

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  Creating New Client Codes 74
  Setting Up Default Charge Card Categories 75
  Creating New GL Codes 76
  Creating New Guideline Levels 77
  Creating New Hotel Folio Sub-Categories 78
  Creating New Method of Payment Types 81
  Creating a Reason Description 83
  Creating New Unit Types 84
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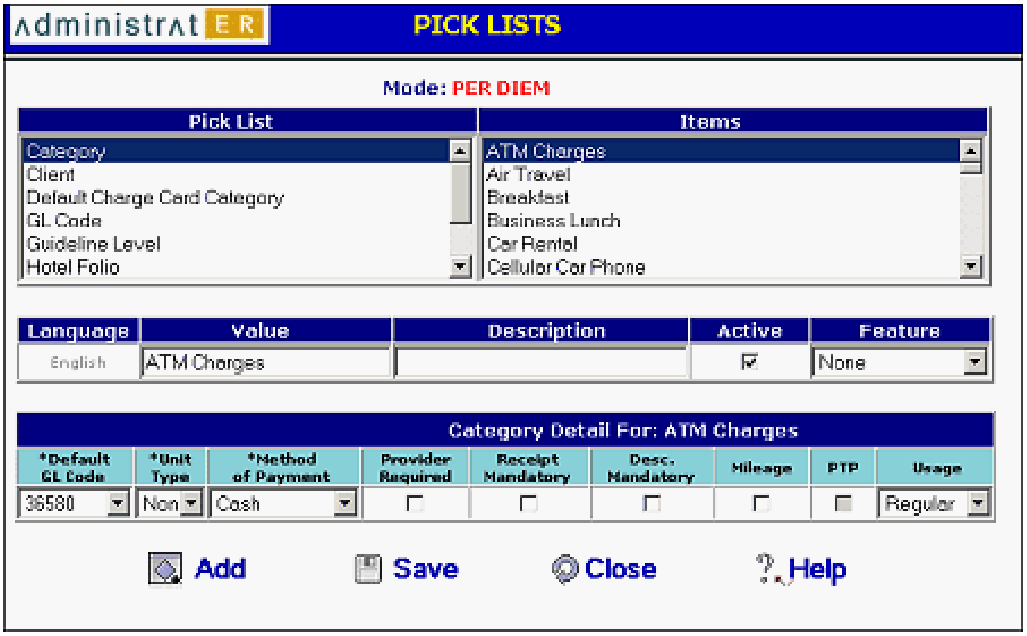
Pick Lists Screen

Use the Pick Lists screen to set up and maintain the following:

- Expense Categories
- Client Codes
- Default Charge Card Categories
- GL Codes
- Guideline Levels
- Hotel Folio Sub-Categories
- Method of Payment Types
- Reason
- Unit Types

Example



Mode: PER DIEM

Pick List	Items
Category Client Default Charge Card Category GL Code Guideline Level Hotel Folio	ATM Charges Air Travel Breakfast Business Lunch Car Rental Cellular Car Phone

Language	Value	Description	Active	Feature
English	ATM Charges		☑	None

Category Detail For: ATM Charges

*Default GL Code	*Unit Type	*Method of Payment	Provider Required	Receipt Mandatory	Desc. Mandatory	Mileage	PTP	Usage
36580	Non	Cash	☐	☐	☐	☐	☐	Regular

To open the Pick Lists screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Pick Lists**.

Continue on next page…

Use this screen for…

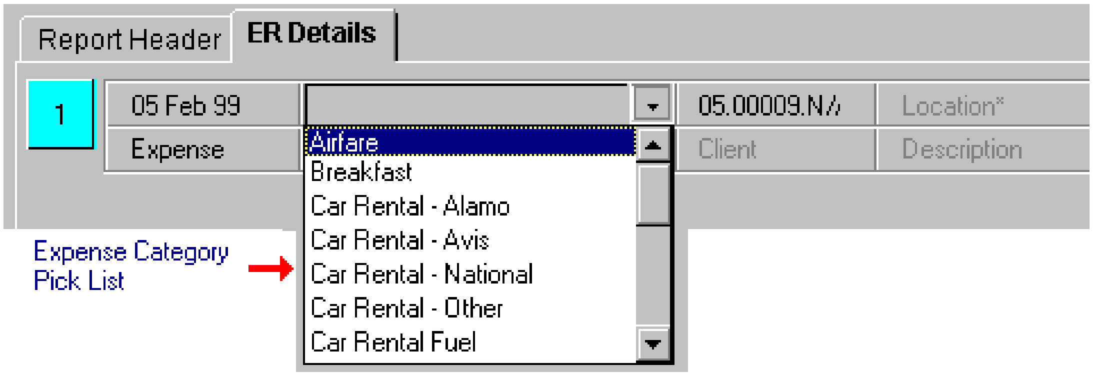
- Creating New Expense Categories
- Creating New Client Codes
- Setting Up Default Charge Card Categories
- Creating New GL Codes
- Creating New Guideline Levels
- Creating New Hotel Folio Sub-Categories
- Creating New Method of Payment Types
- Creating New Reason Descriptions
- Creating New Unit Types

How Pick Lists Work

When a user completes an expense report they must enter specific information about each expense item. While some of the information must be entered into text fields the rest must be selected from predefined list boxes known as Pick Lists. Each pick list contains a list of choices that can be assigned to each expense item.

For example, the "Category" pick list contains a list of predefined expense categories. From this pick list the user must choose which expense category best characterizes each expense item.

Example


Report Header
ER Details
1
05 Feb 99
Expense
05.00009.N/
Location*
Client
Description
Airfare
Breakfast
Car Rental - Alamo
Car Rental - Avis
Car Rental - National
Car Rental - Other
Car Rental Fuel
Expense Category Pick List

Upon selecting an item from a pick list, any information associated with that item will be populated into other fields on the expense line. For example, when you select an expense category from the Category pick list, the GL Code and default Method of Payment associated with that category will be pre-populated in their respective fields.

Creating New Expense Categories

Use the Pick Lists screen to create new expense categories.

Prerequisite Topics

- Creating New Unit Types
- Creating New GL Codes
- Creating New Method of Payment Types

To create a new expense category:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Category**.

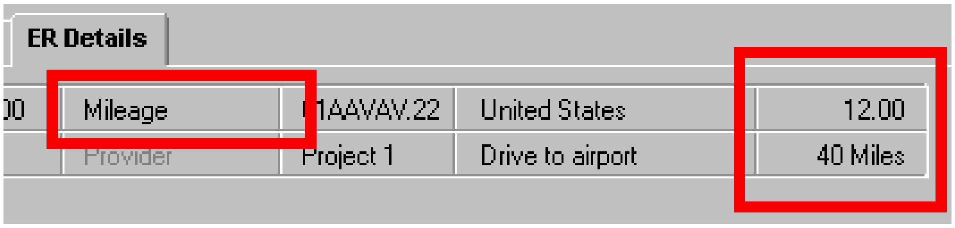
   Result: The Items list box will display all of the existing expense categories.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	***Description***
1)	**Value**	Enter the name of the new expense category.
2)	**Description**	Enter a brief description of the new expense category (optional).
3)	**Active** ☑	To deactivate the new expense category, de-select the Active ☑ check box. Otherwise, make sure that the Active check box remains selected.
4)	**Feature**	From the Feature drop-down list, choose one of the following options: • Select Attendees to make completing the Attendees window mandatory when a user selects the new category. • Select Ticket/Ref to display the airline ticket reference number in the Units field. This option is reserved only for Categories associated with airfare expenses. For more information, see the topic *Airline Ticket Reference Feature* on page 85. • Otherwise, select None from the Feature drop-down list. **Note:** The expense category "Hotel Folio" is unique from the rest of the categories. It can only be assigned the Feature option "Hotel Folio".

Continue on next page…

To create a new expense category, continued

	Field Name	*Description*
5)	**Default GL Code**	From the Default GL Code drop-down list, select the GL Code you wish to associate with the new expense category. **Note:** To learn how to create new GL Codes, see the topic *Create New GL Codes* on page 76.
6)	**Unit Type**	From the Unit Type drop-down list, select the Unit Type you wish to associate with the new expense category. **New**: If the Category deals with airline expenses, you may select the Ticket Number option to display the airline ticket reference number in the Units field. **Note:** To learn how to create new unit types, see the topic *Create New Unit Types* on page 84.
7)	**Method of Payment**	From the Method of Payment drop-down list, select the Method of Payment you wish to associate with the new expense category. **Note:** To learn how to create new method of payment types, see the topic *Create New Method of Payment Types* on page 81.
8)	**Provider Required ☑**	To make the Provider field mandatory (on an expense report expense item) when a user selects the new expense category, select the Provider Required ☑ check box.
9)	**Receipt Mandatory ☑**	To activate the "Receipt Mandatory" message located at the bottom of the Expense Report window, select the Receipt Mandatory ☑ check box.
10)	**Desc. Mandatory ☑**	To make the Description field mandatory when a user selects the new expense category, select the Desc. Mandatory ☑ check box.
11)	**Mileage ☑**	If you selected "Miles" from the Units drop-down list, you may want to select the Mileage☑ check box. With this feature activated, when a user claims a mileage expense the program will calculate the reimbursement total by multiplying the user's mileage by the mileage rate set by your company. **Example:** An employee drives their car on a business trip for 40 miles. The user claims the mileage expense on their expense report and enters 40 in the Units field. If your company's mileage rate is $0.30 per mile, the Amount field will display $12.00 (40 Ú $0.30).
		 ER Details Mileage | 1AAVAV.22 | United States | 12.00 Provider | Project 1 | Drive to airport | 40 Miles

Continue on next page…

To create a new expense category, continued

5. The following fields are customized fields and may not be available to all users. Therefore, complete the fields that are available.

	Field Name	***Description***
1)	**PTP Mileage** ☑	When the selected category is associated with mileage claims, the PTP Mileage check box will appear. Select this check box if the selected category is a PTP mileage category.
2)	**Usage**	From the Usage drop-down list, choose one of the following options: • Regular - Make the category only accessible to regular expense reports. • Per Diem - Make the category only accessible to per diem expense reports. **Warning**: Once you set the Usage field to Per Diem, you will not be able to modify this setting. • Regular & Per Diem - Make the category accessible to both regular and per diem expense reports. **Warning**: Once you set the Usage field to Per Diem, you will not be able to modify this setting.
3)	**Unallowable GL Code**	From the Unallowable GL Code drop down-list, select the GL Code to which all unallowable amounts will be assigned. **Unallowable Amounts** - The amount that exceeds the per diem rate. For example, if a user claims a lodging expense of $100, and the per diem lodging rate is $80, the unallowable amount would be $20.
4)	**Alcohol/ Entertainment** ☑	Select this check box to activate the Alcohol/Entertainment field on the Attendees window.
5)	**A/E GL Code**	From the GL Code drop-down list, select the GL Code to which all alcohol and entertainment costs will be assigned.
6)	**Per Diem Category Pickable** ☑	Select this check box to allow users to see this category on their per diem expense reports.

6. To save the new expense category, click the **Save** button.
7. To close the Pick Lists window, click the **Close** button.

Creating New Client Codes

Use the Pick Lists screen to create new client codes.

To create a new client code:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Client**.

   Result: The Items list box will display all of the existing client codes.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

Field Name	***Description***
Value	Enter the name of the new client code.
Description	Enter a brief description of the new client code (optional).
Active ☑	To deactivate the new client code, de-select the Active☑ check box. Otherwise, make sure that the Active check box remains selected.

5. Click the **Save** button to save the new client code.
6. Click the **Close** button to close the Pick Lists screen.

Setting Up Default Charge Card Categories

Use the Pick Lists screen to assign an expense category to each default charge card category.

Prerequisite Topics

- Create New Expense Categories

To assign an expense category to a default charge card category:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Default Charge Card Category**.

   Result: The Items list box will display all of the existing charge card categories.
3. From the **Items** list box, select a default charge card category.
4. If you wish to rename the selected charge card category, enter the new name in the **Value** field.
5. If you wish to enter a description of the charge card category, enter the description in the **Description** field.
6. To deactivate the selected charge card category, de-select the **Active**☑ check box.

   Otherwise, make sure that the Active check box remains selected.
7. From the **Feature** drop-down list, select the expense category you wish to assign to the selected default charge card category.

   Note: If you do not want to assign an expense category to the selected default charge card category, you may select UNKNOWN from the Feature list.
8. To save your changes, click the **Save** button.
9. To assign another default charge card category to an expense category, repeat steps 3 to 8.
10. To close the Pick Lists screen, click the **Close** button.

Creating New GL Codes

Use the Pick Lists screen to create new General Ledger (GL) codes.

To create a new GL code:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **GL Code**.

   Result: The Items list box will display all of the existing GL codes.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. In the first **Value** field, enter the name of the new GL code.
5. In the first **Description** field, enter a brief description of the new GL code (optional).
6. To deactivate the new GL code, de-select the **Active**☑ check box.

   Otherwise, make sure that the Active check box remains selected.
7. To save the new GL code, click the **Save** button.
8. To close the Pick Lists screen, click the **Close** button.

   Note: When an expense category is first created it is assigned a default GL code. For more information, see the topic *Creating New Expense Categories* on page 71.

Creating New Guideline Levels

Use the Pick Lists screen to create new Guideline Levels.

To create a new guideline level:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Guideline Level**.

   Result: The Items list box will display all of the existing guideline levels.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	*Description*
1)	**Value**	Enter the name of the new guideline level. **Note:** You can describe a guideline level in any way that suits your organization (e.g. staff position, region, department, etc.).
2)	**Description**	Enter a brief description of the new guideline level (optional).
3)	**Active** ☑	To deactivate the new guideline level, de-select the Active☑ check box. Otherwise, make sure that the Active check box remains selected.

5. To save the new guideline level, click the **Save** button.
6. To close the Pick Lists screen, click the **Close** button.

   Note: Guideline levels are assigned to users from the User Profile window.

Follow Up Topics

- Assign a Guideline Policy to a New Guideline Level

Creating New Hotel Folio Sub-Categories

Use the Pick Lists screen to create new hotel folio sub-categories. Hotel Folio sub-categories are used to distinguish each hotel expense item in a user's Hotel Folio. These sub-categories will only appear on the Hotel Folio window.

To create a new hotel folio sub-categories:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Hotel Folio**.

   Result: The Items list box will display all of the existing hotel folio sub-categories.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	***Description***
1)	**Value**	Enter the name of the new hotel folio sub-category.
2)	**Description**	Enter a brief description of the new hotel folio sub-category
3)	**Active** ☑	To deactivate the new hotel folio sub-category, de-select the Active ☑ check box. Otherwise, make sure that the Active check box remains selected.
4)	**Feature**	Select one of the following choices from the Feature drop-down list: • Attendees - If the new sub-category deals with entertainment or meal expenses, this setting will make completing the Attendees window mandatory when a user selects this hotel folio sub-category. • Hotel Folio - This setting is reserved for hotel folio sub-categories that are NOT associated with entertainment or meal expenses (e.g. room expenses).
5)	**Default GL Code**	From the Default GL Code drop-down list, select the GL Code you wish to associate with the new hotel folio sub-category. **Note:** To learn how to create new GL Codes, see the topic *Creating New GL Codes* on page 76.
6)	**Unit Type**	From the Unit Type drop-down list, select the Unit Type you wish to associate with the new hotel folio sub-category. **Note:** To learn how to create new unit types, see the topic *Creating New Unit Types* on page 84.

Continue on next page…

To create a new hotel folio sub-categories, continued

	Field Name	***Description***
7)	**Method of Payment**	From the Method of Payment drop-down list, select the Method of Payment you wish to associate with the new hotel folio sub-category. **Note:** To learn how to create new method of payment types, see the topic *Creating New Method of Payment Types* on page 81.
8)	**Mileage ☑**	If you selected "Miles" from the Units drop-down list, you may want to select the Mileage☑ check box. With this feature activated, when a user claims a mileage expense on their Hotel Folio, the program will calculate the reimbursement total by multiplying the user's mileage by the mileage rate set by your company.
9)	**Folio Wizard**	**When the Tax ☑ check box is selected:** Use the Folio Wizard drop-down list to associate the hotel folio sub-category you are creating with one of the following Folio Wizard hotel expenses. • Tax 1 - Choose this option if the new hotel folio sub-category deals with hotel room taxes (e.g. federal or state taxes). • Tax 2 - Choose this option if the new hotel folio sub-category deals with other hotel room taxes (e.g. municipal taxes). **When the Tax ☐ check box is NOT selected:** Use the Folio Wizard drop-down list to associate the hotel folio sub-category you are creating with one of the following five Folio Wizard hotel expenses. • Lodging - Choose this option if the new hotel folio sub-category deals with room expenses (room rate). • Breakfast - Choose this option if the new hotel folio sub-category deals with breakfast expenses. • Lunch - Choose this option if the new hotel folio sub-category deals with lunch expenses. • Dinner - Choose this option if the new hotel folio sub-category deals with dinner expenses. • Phone - Choose this option if the new hotel folio sub-category deals with phone expenses. **Note**: To better understand the effects of associating the new hotel folio sub-category with one of the above Folio Wizard hotel expenses, see the topic *Understanding the Folio Wizard Option* on page 90

Continue on next page…

To create a new hotel folio sub-categories, continued

	Field Name	*Description*
10)	**Tax ☑**	If the hotel folio sub-category you are creating deals with hotel room taxes, click the Tax ☑ check box.
11)	**Descr. Required ☑**	To make the Description field mandatory (on an expense report) when a user selects the new sub-category, select the Descr. Required ☑ check box.

5. The following fields are customized fields and may not be available to all users. Therefore, complete the fields that are available.

	Field Name	*Description*
1)	**Unallowable GL Code**	From the Unallowable GL Code drop down-list, select the GL Code to which all unallowable amounts will be assigned. **Unallowable Amounts -** The unallowable amount represents the amount that exceeds the per diem rate. For example, if a user claims a lodging expense of $100, and the per diem lodging rate is $80, the unallowable amount would be $20.
2)	**Alcohol/ Entmnt. ☑**	Select this check box to activate the Alcohol/Entertainment field on the Attendees window.
3)	**A/E GL Code**	From the GL Code drop-down list, select the GL Code to which all alcohol and entertainment costs will be assigned.

5. To save the new hotel folio sub-category, click the **Save** button.
6. To close the Pick Lists screen, click the **Close** button.

Creating New Method of Payment Types

Use the Pick Lists window to create new method of payment types.

Note: Method of payment types are used when creating expense categories and hotel folio sub-categories. See the following topics for more information:

- Creating New Expense Categories
- Creating New Hotel Folio Sub-Categories

To create a new method of payment type:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Method of Payment**.

   Result: The Items list box will display all of the existing method of payment types.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	***Description***
1)	**Value**	Enter the name of the new method of payment type.
2)	**Description**	Enter a brief description of the new method of payment type (optional).
3)	**Active ☑**	To deactivate the new method of payment type, de-select the Active☑ check box. Otherwise, make sure that the Active check box remains selected.
4)	**Feature**	From the Feature drop-down list, choose one of the following properties: • None - Assigned this property, the method of payment will force any expense items assigned to it to forward its total amount to the Gross Claim field on the ER Summary tab. • Company Paid 1 - Assigned this property, the method of payment any expense items assigned to it to forward its total amount to the Company Paid 1 field on the ER Summary tab. • Company Paid 2 - Assigned this property, the method of payment any expense items assigned to it to forward its total amount to the Company Paid 2 field on the ER Summary tab.

Continue on next page…

To create a new method of payment type, continued

5. To save the new method of payment type, click the **Save** button.
6. To close the Pick Lists screen, click the **Close** button.

   Note: When an expense category is first created, it is assigned a default method of payment. For more information, see the topic *Creating New Expense Categories* on page 71.

Creating a Reason Description

Disclaimer

This feature is only available to companies using the per diem functionality.

Introduction

If a user wishes to submit an expense report containing a claim that exceeds their Per Diem Guideline, they will need to record a reason as to why they exceeded their guideline.

Use the Pick Lists window to create reason descriptions for users to choose from when recording a reason as to why they exceeded their Per Diem Guideline. Users will be able to select a reason from the Reason window in the Expense Report program.

To create a reason description:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Reason**.

   Result: The Items list box will display all of the existing reasons.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	*Description*
1)	**Value**	Enter the reason title.
2)	**Description**	Enter the reason description.
3)	**Active ☑**	To deactivate the new reason description, de-select the Active☑ check box. Otherwise, make sure that the Active check box remains selected.

5. To save the new reason description, click the **Save** button.
6. To close the Pick Lists window, click the **Close** button.

Creating New Unit Types

Use the Pick Lists screen to create new unit types.

Note: Unit types are used when creating expense categories and hotel folio sub-categories. See the following topics for more information:

- Creating New Expense Categories
- Creating New Hotel Folio Sub-Categories

To create a new unit type:

1. Open the Pick Lists screen.
2. From the **Pick List** box, select **Unit Type**.

   Result: The Items list box will display all of the existing unit types.
3. Click the **Add** button.

   Result: All of the fields on the screen will be blanked out.
4. Complete the following fields (underlined fields are mandatory):

	Field Name	***Description***
1)	**Value**	Enter the name of the new unit type.
2)	**Description**	Enter a brief description of the new unit type (optional).
3)	**Active** ☑	To deactivate the new unit type, de-select the Active ☑ check box. Otherwise, make sure that the Active check box remains selected.

5. To save the new unit type, click the **Save** button.
6. To close the Pick Lists screen, click the **Close** button.

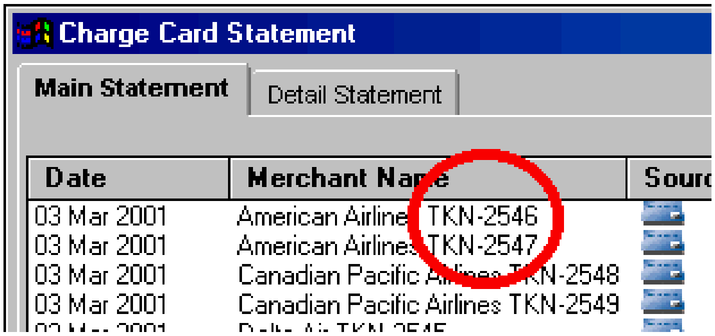
Airline Ticket Reference Feature

Consult the following topics to learn about the new Airline Ticket Reference feature.

1. Overall Description of Feature
2. Changes to the Pick List Window
3. Changes to the Charge Card Administration Screen
4. Changes to the Charge Card Statement Window (client side)
5. Changes to the Expense Report Window (client side)
6. Activating the Airline Ticket Reference Feature

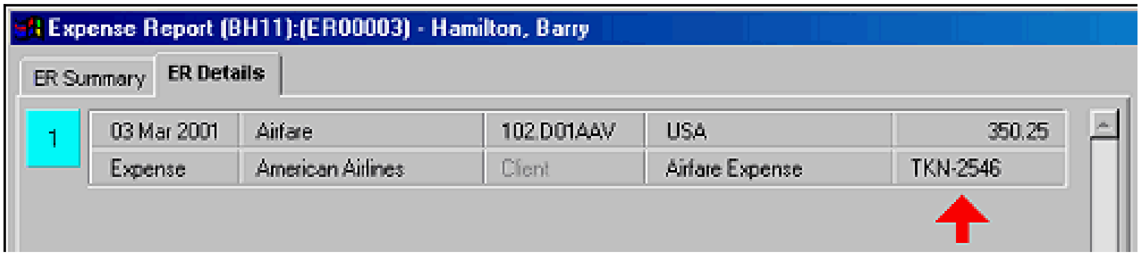
1) Overall Description of Feature

- Airline charge card (CC) records will now display their airline ticket reference number in the Charge Card Statement window (client side).



Date	Merchant Name	Sourc
03 Mar 2001	American Airlines TKN-2546	
03 Mar 2001	American Airlines TKN-2547	
03 Mar 2001	Canadian Pacific Airlines TKN-2548	
03 Mar 2001	Canadian Pacific Airlines TKN-2549	

- When the airline CC record is transferred to an expense report, the airline ticket reference number will now appear on the expense item in the Units field.

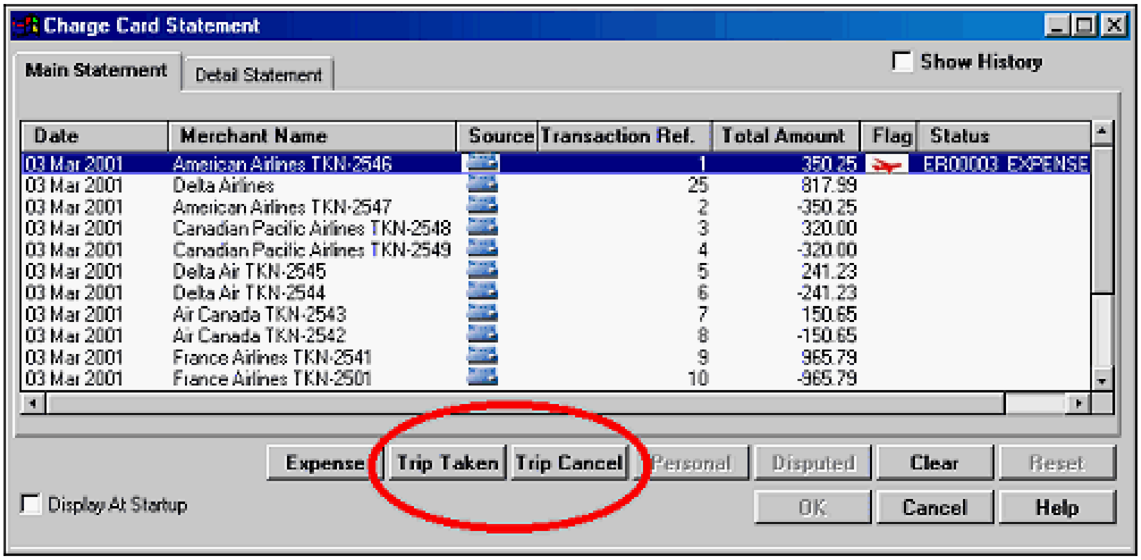


1	03 Mar 2001	Airfare	102.D01AAV	USA	350.25
	Expense	American Airlines	Client	Airfare Expense	TKN-2546

Continue on next page…

1) Overall Description of Feature, continued

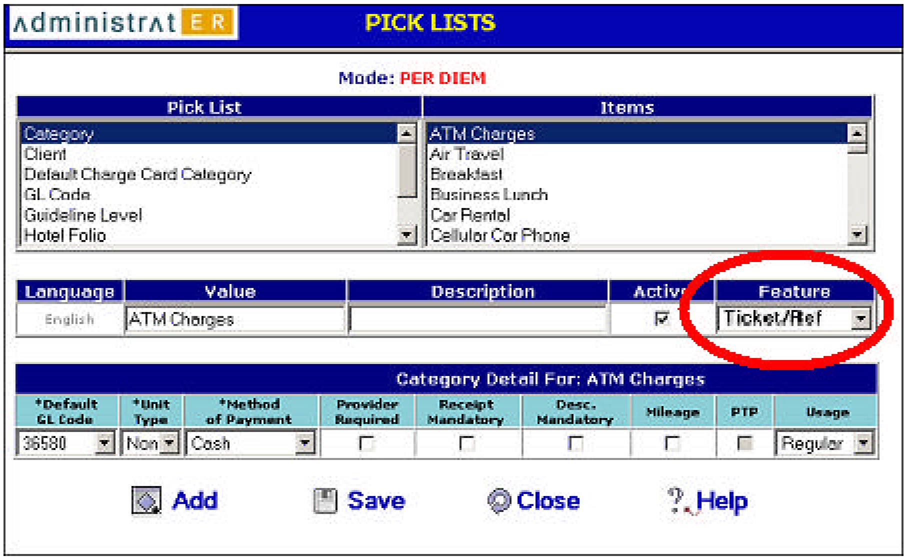
- When a user completes or cancels a business trip, any airline CC records linked to that trip must be marked as either Trip Taken or Trip Cancel from the Charge Card Statement window.


Charge Card Statement
Main Statement
Detail Statement
☐ Show History
Expense
Trip Taken
Trip Cancel
Personal
Disputed
Clear
Reset
☐ Display At Startup
OK
Cancel
Help

Date	Merchant Name	Source	Transaction Ref.	Total Amount	Flag	Status
03 Mar 2001	American Airlines TKN-2546		1	350.25	✈	ER00003 EXPENSE
03 Mar 2001	Delta Airlines		25	817.99		
03 Mar 2001	American Airlines TKN-2547		2	-350.25		
03 Mar 2001	Canadian Pacific Airlines TKN-2548		3	320.00		
03 Mar 2001	Canadian Pacific Airlines TKN-2549		4	-320.00		
03 Mar 2001	Delta Air TKN-2545		5	241.23		
03 Mar 2001	Delta Air TKN-2544		6	-241.23		
03 Mar 2001	Air Canada TKN-2543		7	150.65		
03 Mar 2001	Air Canada TKN-2542		8	-150.65		
03 Mar 2001	France Airlines TKN-2541		9	965.79		
03 Mar 2001	France Airlines TKN-2501		10	-965.79		

2) Changes to the Pick List Screen

- For the pick list option "Category", the new "Ticket/Ref" option has been added to the Feature drop-down field. This new Feature option is reserved for expense categories associated with airfare expenses.


AdministratER
PICK LISTS
Add
Save
Close
Help

Mode: PER DIEM

Pick List	Items
Category	ATM Charges
Client	Air Travel
Default Charge Card Category	Breakfast
GL Code	Business Lunch
Guideline Level	Car Rental
Hotel Folio	Cellular Car Phone

Language	Value	Description	Active	Feature
English	ATM Charges		☑	Ticket/Ref

Category Detail For: ATM Charges

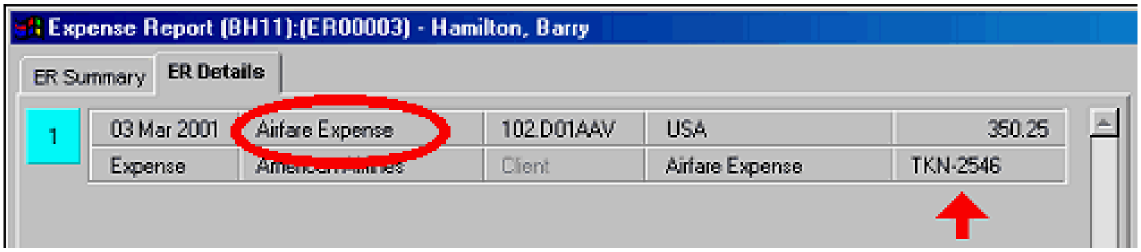
*Default GL Code	*Unit Type	*Method of Payment	Provider Required	Receipt Mandatory	Desc. Mandatory	Mileage	PTP	Usage
36580	Non	Cash	☐	☐	☐	☐	☐	Regular

- Selecting the "Ticket/Ref" option will activate the Airline Ticket Reference feature for the chosen expense category (e.g. Airfare Expense).

Continue on next page…

2) Changes to the Pick List Screen, continued

- When an airfare charge card transaction is transferred to an expense report, the transaction should be assigned the expense category reserved for airfare expenses. Consequently, if the transaction contains an airline ticket reference number, the ticket number will be displayed in the Units field.



1	03 Mar 2001	Airfare Expense	102.D01AAV	USA	350.25
	Expense	American Airlines	Client	Airfare Expense	TKN-2546

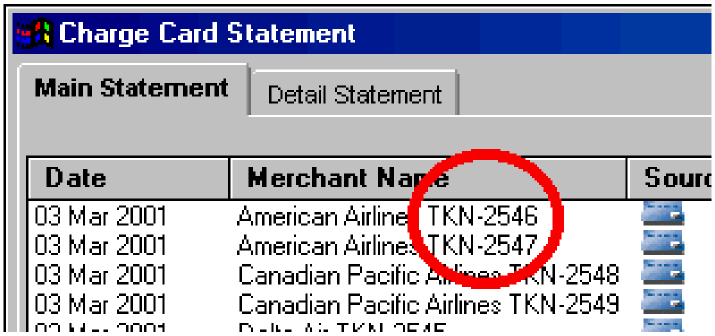
3) Changes to the Charge Card Administration Screen

- The options "Trip Taken" and "Trip Cancel" have been added to the options drop-down list on the Charge Card Administration screen.
- When the "Trip Taken" option is selected, only records that have a status of "Trip Taken" will be displayed for the particular user.
- When the "Trip Cancel" option is selected, only records that have a status of "Trip Cancel" will be displayed for the particular user.

For more information, see the topic *Charge Card Administration Screen* on page 252.

4) Changes to the Charge Card Statement Window (client side)

- Airline charge card (CC) records will display their airline ticket reference number in the Merchant Name column beside the merchant's name.

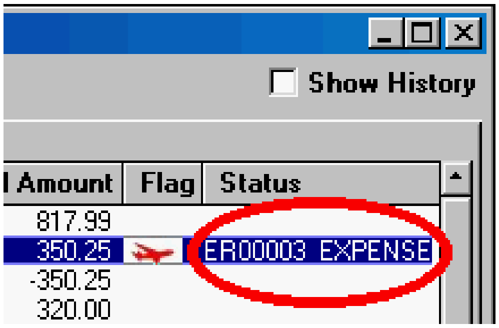


Date	Merchant Name	Sourc
03 Mar 2001	American Airline TKN-2546	
03 Mar 2001	American Airlines TKN-2547	
03 Mar 2001	Canadian Pacific Airlines TKN-2548	
03 Mar 2001	Canadian Pacific Airlines TKN-2549	

Continue on next page…

4) Changes to the Charge Card Statement Window (client side), continued

- When an CC record is marked EXPENSED and is transferred to an expense report, the record line will display the expense report number in the Status column beside the word EXPENSED.



Amount	Flag	Status
817.99		
350.25		ER00003 EXPENSE
-350.25		
320.00		

- Two new buttons have been added to the Charge Card Statement window; Trip Taken and Trip Cancel. When a user completes or cancels a business trip, any EXPENSED airline CC records linked to that trip must be marked as either Trip Taken or Trip Cancel from the Charge Card Statement window. All other CC records do not have to be marked (e.g. food, entertainment).
- Unlike other CC records, when an airline CC record is marked EXPENSED and is transferred to an expense report, the airline CC record will remain on the Charge Card Statement window. The airline CC record will remain on the window until the user marks the record as either TRIP TAKEN or TRIP CANCEL, using the new buttons. All other types of CC records, once they are transferred to an expense report, disappear from the display area and are added to a list of resolved CC records.
- Note: Resolved CC records can be displayed on the Charge Card Statement window by selecting the Show History check box. Unresolved CC records are displayed when the check box is clear.
- When an airline CC record is marked EXPENSED, a small plane icon will appear in the Status column beside the word EXPENSED. This plane icon will remind the user that the CC record is an airline record. The small plane icon will remain in the status column until the user has marked the record TRIP TAKEN or TRIP CANCEL.
- When an airline CC record is marked PERSONAL, and is transferred to an expense report, the airline CC record will NOT remain on the Charge Card Statement window. Personal airline CC records do NOT need to be marked Trip Taken or Trip Cancel.
- When an EXPENSED airline CC record is marked Trip Taken, the word "EXPENSED", in the Status column, will be replaced by the words "TRIP TAKEN".
- When an EXPENSED airline CC record is marked Trip Cancel, the word "EXPENSED", in the Status column, will be replaced by the words "TRIP CANCEL".
- After marking an airline CC record as "Trip Taken" or "Trip Cancel", the plane icon will disappear. When the OK button is clicked, the window will close and the record will be added to a list of resolved CC records. The next time the Charge Card Statement window is open, the resolved airline CC record can be only be viewed if the Show History check box is selected.

Continue on next page…

5) Changes to the Expense Report Window (client side)

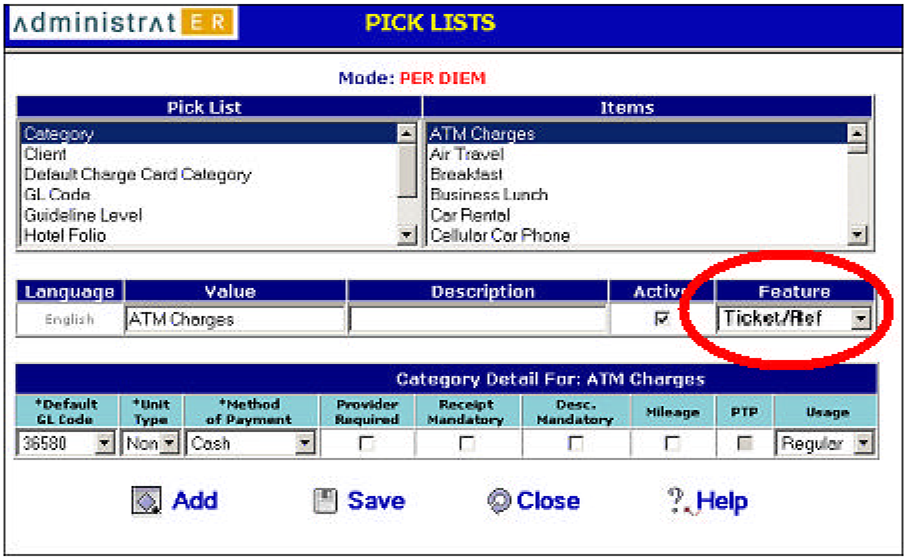
- When an airline CC record is transferred to an expense report from the Charge Card Statement window, the airline ticket reference number will appear in the Units field.
- In order for the airline ticket reference number to appear in the Units field:
    1. The airline CC record must be associated with an airline expense category. For instance, if the airline CC record appears on the expense report with an "Unknown" expense category, the Units field will not appear with the ticket number. Therefore, the user will need to select the correct airfare category on the expense line in order for the Units field to appear with the ticket number.
    2. The selected airfare category must also have the Ticket/Ref feature selected on the Pick Lists window.

       Note: For more information, see the topic *Airline Ticket Reference Feature* on page 85.
    3. The ticket number will not appear if the airline CC record is marked PERSONAL on the Charge Card Statement window, even if the record is transferred to an expense report.
    4. If the airline CC record does not have a ticket number, the Units field will not be displayed.
- The ticket number in the Units field cannot be modified by the user.

6) Activating the Airline Ticket Reference Feature

1. Open the Pick Lists screen.
2. From the **Pick List** box, click on **Category**.

   Result: The Items list box will display all of the existing expense categories.
3. From the **Items** list box, click on the expense category representing airfare related expenses (e.g. Airfare, Air Travel).
4. From the **Features** drop-down list, select **Ticket/Ref**.
5. To save your changes, click the **Save** button.


AdministratER
PICK LISTS
Pick List
Category
Client
Default Charge Card Category
GL Code
Guideline Level
Hotel Folio
Items
ATM Charges
Air Travel
Breakfast
Business Lunch
Car Rental
Cellular Car Phone
Add
Save
Close
Help

Mode: PER DIEM

Language	Value	Description	Activ	Feature
English	ATM Charges		☑	Ticket/Ref

Category Detail For: ATM Charges

*Default GL Code	*Unit Type	*Method of Payment	Provider Required	Receipt Mandatory	Desc. Mandatory	Mileage	PTP	Usage
36580	Non	Cash	☐	☐	☐	☐	☐	Regular

Understanding the Folio Wizard Option

Purpose

The Folio Wizard option on the Pick Lists window allows you to assign a hotel folio category as the default category for one of the following hotel expenses on the Folio Wizard:

- **Lodging or Room Rate**
- **Breakfast**
- **Lunch**
- **Dinner**
- **Phone**
- **Room Tax or Tax 1**
- **Other Room Taxes or Tax 2**

For example, if you create a hotel folio category called "Breakfast" and assign it as the default category for the Breakfast field on the Folio Wizard, the category "Breakfast" will appear on the breakfast expense line in the Hotel Folio window.

Hotel Folio Wizard Demonstration

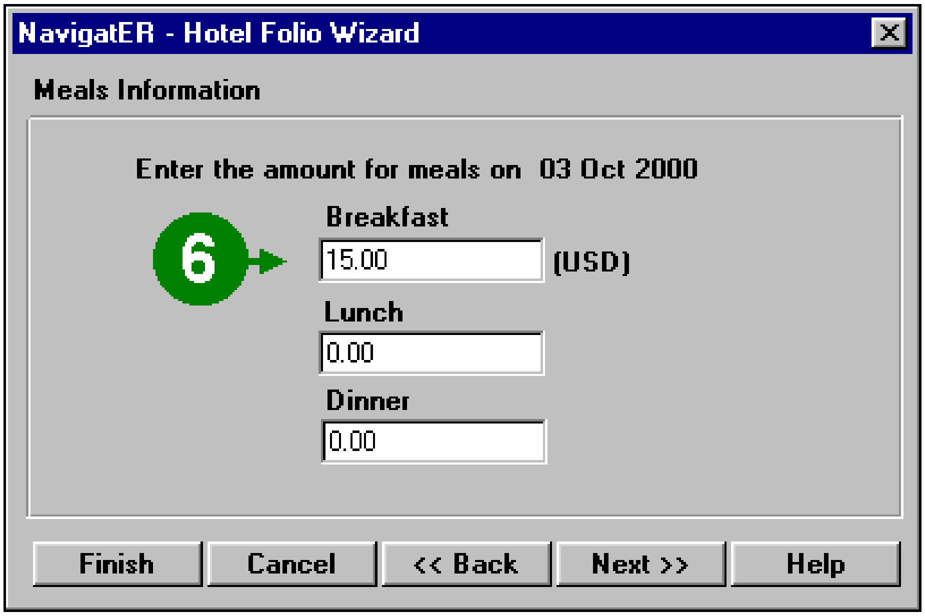
1. In the AdministratER program, open the Pick Lists window.
2. From the Pick List box, select **Hotel Folio**.
3. Create a new hotel folio category called **"Breakfast"**.

   Note: Naturally you would need to complete all the necessary fields on the Pick Lists window.
4. From the Folio Wizard drop-down list, select **Breakfast**.

Continue on next page…

Hotel Folio Wizard Demonstration, continued

5. In the Submit/Approve Module, the user would open the Hotel Folio Wizard and advance to the **Meals Information** screen.



NavigatER - Hotel Folio Wizard

Meals Information

Enter the amount for meals on 03 Oct 2000

Breakfast 15.00 (USD)

Lunch 0.00

Dinner 0.00

6. Enter $15.00 in the **Breakfast** field.

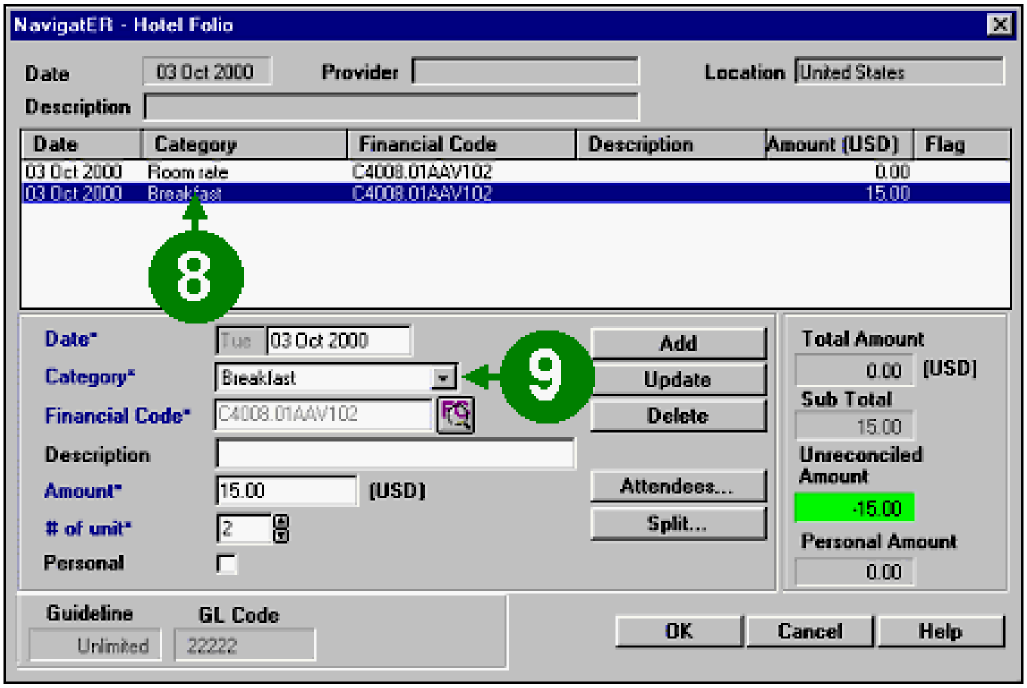
   Note: The hotel folio category "Breakfast" is linked to the Breakfast field on the Hotel Folio Wizard.

7. Upon completing the Hotel Folio Wizard, the Hotel Folio window will appear.

Continue on next page…

Hotel Folio Wizard Demonstration, continued

8. Notice on the second expense line that the $15.00 breakfast expense displays the hotel folio category "Breakfast" as its default expense category.



Date 03 Oct 2000
Provider
Location United States
Description

Date	Category	Financial Code	Description	Amount (USD)	Flag
03 Oct 2000	Room rate	C4008.01AAV102		0.00	
03 Oct 2000	Breakfast	C4008.01AAV102		15.00	

Date* Tue 03 Oct 2000
Category* Breakfast
Financial Code* C4008.01AAV102
Description
Amount* 15.00 (USD)
# of unit* 2
Personal ☐

Total Amount 0.00 (USD)
Sub Total 15.00
Unreconciled Amount -15.00
Personal Amount 0.00

Guideline Unlimited
GL Code 22222

9. The category "Breakfast" is listed in the **Category** drop-down list along with the rest of the hotel folio categories.

Chapter 4

- Maintaining Taxes and Exchange Rates

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- **Modifying Tax Rates - Tax Recovery On** ____ 101
- **Assign Tax Rates to a New Expense Category - Tax Recovery On** ____ 103
- **Assigning Tax Recovery Codes** ____ 105

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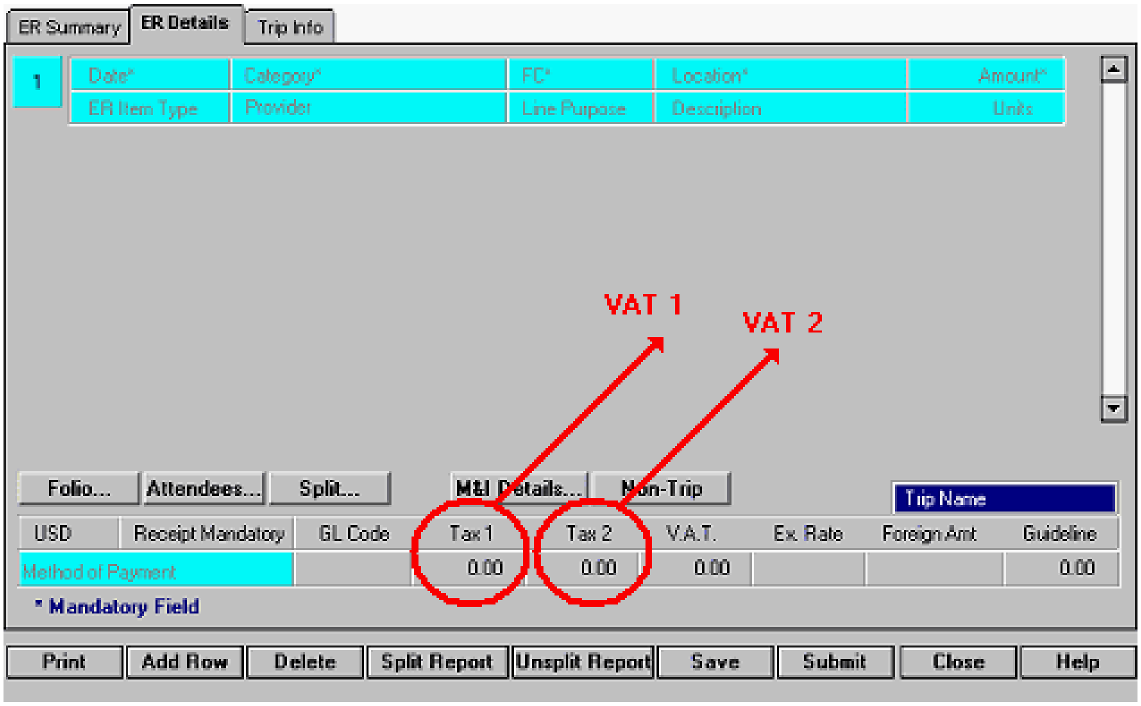
Tax Override Feature

Attention: Tax Override is a customized feature that may not be available to all users.

The Tax Override feature grants users the ability to modify the VAT (value added tax) applied to their expense claim. The Tax Override feature may be applied to a specific category (e.g. airfare, lodging, etc.). If a user claims an expense using a category that has the Tax Override feature turn on, the user may modify the VAT applied to the expense claim.

The Tax Override feature was created to solve the following problems:

- When the user receipt is lost or misplaced: users will need to change to $ 0.00 VAT amount that gets calculated by the system
- If the vendor issues a VAT receipt at wrong rate or with an incorrect amount for an specific category the system should allow the user to adjust the VAT amount without re-calculating it using the internal system rules.
- When mileage in the UK is recorded, a VAT re-claim is allowable. The Mileage related VAT or re-claim amount or %, may change with the rate of mileage recorded or for legislative reasons.


ER Summary
ER Details
Trip Info
1
Date*
Category*
FC*
Location*
Amount*
ER Item Type
Provider
Line Purpose
Description
Units
VAT 1
VAT 2
Folio...
Attendees...
Split...
M&I Details...
Non-Trip
Trip Name
USD
Receipt Mandatory
GL Code
Tax 1
Tax 2
V.A.T.
Ex. Rate
Foreign Amt
Guideline
Method of Payment
0.00
0.00
0.00
0.00
* Mandatory Field
Print
Add Row
Delete
Split Report
Unsplit Report
Save
Submit
Close
Help

Applying the Tax Override Feature

The Tax Override feature can be applied to a specific category from the Currency Taxes window.

Currency Taxes Window

This help topic is divided into two instances; when the Tax Recovery feature is turned on and when the Tax Recovery feature is left off. Therefore...

- If your company is running the program with the Tax Recovery feature left off, see the topic *Currency Taxes Window - Tax Recovery OFF* on page 97.
- If your company is running the program with the Tax Recovery feature turned on, see the topic *Currency Taxes Window - Tax Recovery ON* on page 107.

Note: The Tax Recovery feature is a customized feature that may not be available to all users. For more information, see the topic *Tax Recovery Feature* on page 50.

Currency Taxes Window - Tax Recovery On

Purpose

Use the Currency Taxes window to set up all of the foreign and domestic taxes your company's employees will encounter while traveling on business. The Currency Taxes window serves four important functions:

1. Use the Currency Taxes window to create federal, state, provincial and municipal taxes for both foreign and domestic currencies.
2. For each new tax you create using the Currency Taxes window you must assign and maintain the tax rate percentages for each expense category (e.g. Air Travel, Car Rental, etc.). These tax rates define how much your employees will be taxed according to each expense category. The expense categories your company has set up are listed in the "Category" column of the Currency Taxes window. The tax rate applied to each category must be entered in the "Tax %" column.
3. For each new tax you create, you can indicate whether your company is entitled to recover a percentage of that tax when it is applied to a specific business expense. For example, when setting up the US Federal tax, if you select the Recoverable check box ☑ beside the expense category "Airfare", and then enter 2.00 in the Recovery Percent field, you are indicating that 2% of US Federal tax will be recoverable when an employee claims an airfare expense.

   Note: The Tax Recovery check box on the Application Settings window must be selected in order for the Tax Recovery feature to work. For more information, see the topic *Tax Recovery Feature* on page 50.

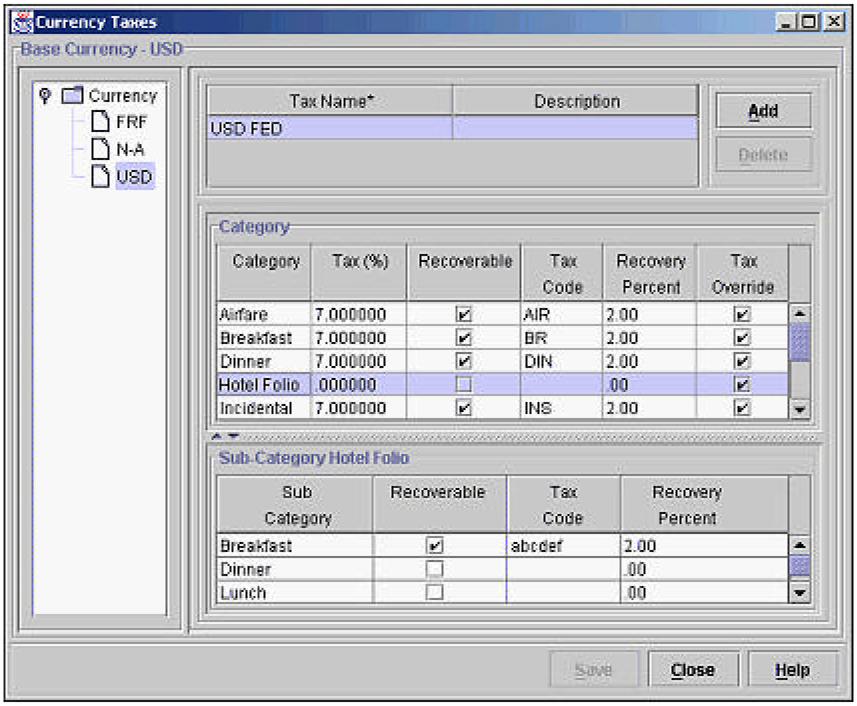
   Attention: The Tax Recovery feature is a customized feature that may not be available to all users. If your company does not use the Tax Recovery feature, see the topic *Currency Taxes Window - Tax Recovery Off* on page 107.

4. For each new tax you create, you may grant your employees the ability to overwrite that tax when it is applied to a particular business expense. For example, when setting up the US Federal tax, if you select the Tax Override check box ☑ beside the expense category "Airfare", you are granting your employees the ability to modify the US Federal tax amount calculated against their airfare expense claims.

   Note: The Tax Override check box is a customized feature that may not appear for all users. For more information , see the topic *Tax Override Feature* on page 95.

Continue on next page…

Example


Currency Taxes
Base Currency - USD
Currency
FRF
N-A
USD
Add
Delete
Category
Sub-Category Hotel Folio
Save
Close
Help

Tax Name*	Description
USD FED	

Category	Tax (%)	Recoverable	Tax Code	Recovery Percent	Tax Override
Airfare	7.000000	☑	AIR	2.00	☑
Breakfast	7.000000	☑	BR	2.00	☑
Dinner	7.000000	☑	DIN	2.00	☑
Hotel Folio	.000000	☐		.00	☑
Incidental	7.000000	☑	INS	2.00	☑

Sub Category	Recoverable	Tax Code	Recovery Percent
Breakfast	☑	abcdef	2.00
Dinner	☐		.00
Lunch	☐		.00

To open the Currency Taxes window:

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **Currency Taxes**.

Use this window for…

- Adding a New Tax
- Modifying Tax Rates
- Assigning Tax Rates to a New Expense Category
- Assigning Tax Recovery Codes

See Also

- Currency Tax Type Window

Adding a New Tax - Tax Recovery On

Introduction

Use the Currency Taxes window to set up all of the foreign and domestic taxes your company's employees will encounter while traveling on business.

Attention: The Tax Recovery feature is a customized feature that may not be available to all users. If your company does not use the Tax Recovery feature, see the topic *Adding a New Tax - Tax Recovery Off* on page 109.

Rules for Adding New Taxes

- Duplicate tax names are not allowed.
- Once a tax has been used in an expense report, that tax cannot be deleted.
- Once a tax has been applied to a tax type used by your base currency, that tax cannot be deleted.

  For more information about applying taxes to tax types, see the topic *Currency Tax Type Window* on page 96.

To add a new tax:

1. Open the Currency Taxes window.
2. From the **Currency** list, select the currency code representing the country that will be associated with the new tax.

   Result: The taxes currently associated with the selected currency will be listed in the Tax Name column.
3. Click the **Add** button.

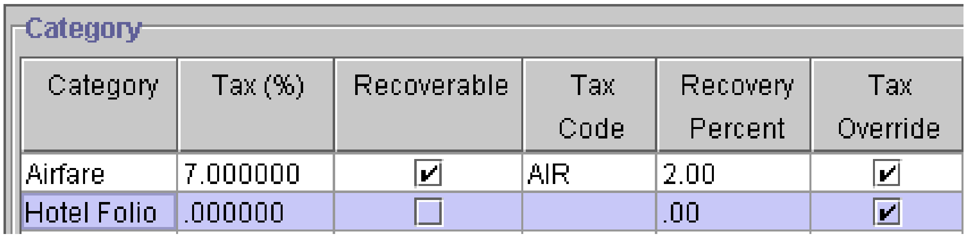
   Result: A new row will be added to the bottom of the tax list. The default name assigned to the new tax is derived by combining the currency code with the acronym VAT (value added tax). Notice in Category display table that the tax percentages for all of the expense categories have been set to zero.
4. If you wish to change the name of the new tax, click inside the **Tax Name** field, and then enter a short title that describes the purpose of the new tax (e.g. US FD could be used as an acronym for US Federal tax).
5. Click inside the **Description** field and enter a brief description of the new tax.

Continue on next page…

To add a new tax, continued

6. From the **Tax %** column in the Category display table, begin entering the tax rate that will be charged to each expense category.

   Example:



Category

Category	Tax (%)	Recoverable	Tax Code	Recovery Percent	Tax Override
Airfare	7.000000	☑	AIR	2.00	☑
Hotel Folio	.000000	☐		.00	☑

7. If the tax is not recoverable, skip to step 13.

   - otherwise -

   If the new tax can be reclaimed by your company when it is applied to a specific business expense, perform steps 8 to 10 for each expense category that allows the tax to be reclaimed.

   Note: For more information, see the topic *Tax Recovery Feature* on page 50.

8. From the **Recoverable** column, select the check box ☑ beside the expense category.
9. From the **Tax Code** column, enter the Costpoint tax code assigned to the expense category.

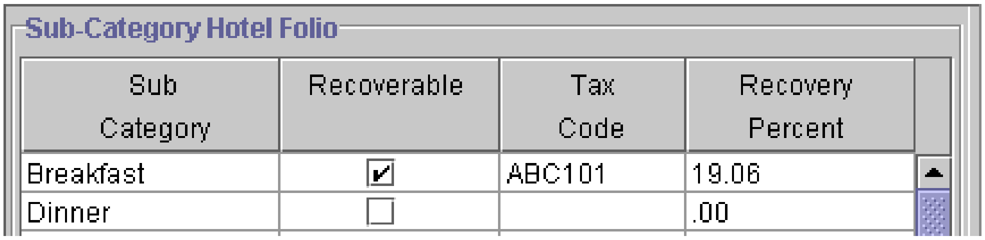
   Note: The Tax Code file length is restricted to 6 alpha numeric characters.

10. From the **Recoverable Percent** column, enter the recoverable tax rate.
11. To activate the Tax Override feature, select the check box ☑ in the **Tax Override** column.

    Attention: The Tax Override check box is a customized feature that may not appear for all users.

12. Select the category "Hotel Folio".

    Result: The Sub-Category Hotel Folio table will list all of the hotel folio sub-categories in the database.



Sub-Category Hotel Folio

Sub Category	Recoverable	Tax Code	Recovery Percent
Breakfast	☑	ABC101	19.06
Dinner	☐		.00

13. If the tax can be reclaimed for a hotel expense, repeat steps 8 to 10 for each hotel folio sub-category that allows the tax to be reclaimed.
14. Click the **Save** button.
15. To close the Currency Taxes window, click the **Close** button.

See Also

- Modifying Tax Rates
- Assign Tax Rates to a New Expense Category
- Assign Tax Recovery Codes

Modifying Tax Rates - Tax Recovery On

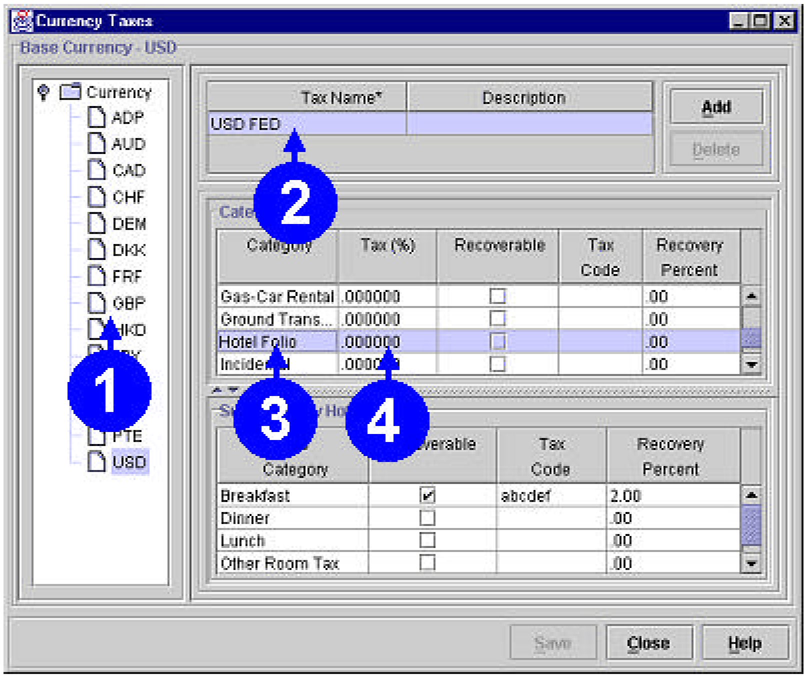
Introduction

When you create a tax on the Currency Taxes window you must enter the tax rate percentages for each expense category (e.g. Air Travel, Car Rental, etc.). These tax rates define how much your employees will be taxed according to each expense category. It is your responsibility to maintain those tax rates. Should a country ever raise its tax rate you will need to make the required changes to that country's tax rates.

> **Attention**: The Tax Recovery feature is a customized feature that may not be available to all users. If your company does not use the Tax Recovery feature, see the topic *Modifying Tax Rates - Tax Recovery Off* on page 111.

Important Window Components (see example caption below)

1. The Currency list allows you to select the currency code representing the country associated with the tax you wish to modify.
2. The Tax Name column lists all of the taxes associated with the selected currency.
3. The Category column lists all your company's expense categories.
4. The Tax % column displays the tax rate assigned to each expense category.



Tax Name*	Description
USD FED	

Category	Tax (%)	Recoverable	Tax Code	Recovery Percent
Gas-Car Rental	.000000	☐		.00
Ground Trans...	.000000	☐		.00
Hotel Folio	.000000	☐		.00
Incide[illegible]l	.0000[illegible]	☐		.00

Category	verable	Tax Code	Recovery Percent
Breakfast	☑	abcdef	2.00
Dinner	☐		.00
Lunch	☐		.00
Other Room Tax	☐		.00

Continue on next page…

New Expense Categories

Each time you create a new expense category you must open the Currency Taxes window and assign a tax rate to the new category for each foreign and domestic tax. For example, if you create the expense category "Train Travel", you will need to assign this category a tax rate for each foreign and domestic tax. Otherwise, if the tax rate is not set, the category's tax rate will remain at 0% for all currencies.

To modify a tax rate:

1. Open the Currency Taxes window.
2. From the **Currency** list, select the currency code representing the country associated with the tax you wish to modify.

   Result: The taxes currently associated with the selected currency will be listed in the Tax Name column.
3. From the **Tax Name** column, select the tax that requires modifying.

   Result: The Category column will list all of the expense categories your company has set up (e.g. Air Travel, Car Rental). The Tax % column lists the tax rate assigned to each category.
4. In the **Tax %** column, begin making the necessary modifications to the tax rates assigned to the expense categories.
5. When you are done entering the tax rates, click the **Save** button.
6. To close the Currency Taxes window, click the **Close** button.

Related Information

- Whenever you create a new foreign currency on the Exchange Rates screen you must create a tax for that currency from the Currency Taxes window.
- Expense categories that have been deactivated will not appear in the Category column on the Currency Taxes window.

See Also

- Adding a New Tax
- Assign Tax Rates to a New Expense Category
- Assign Tax Recovery Codes

Assign Tax Rates to a New Expense Category - Tax Recovery On

Introduction

When you create a new expense category on the Pick Lists screen, you must open the Currency Taxes window and assign a tax rate to the new category for each foreign and domestic tax.

For example, if you create the expense category "Train Travel", you will need to open the Currency Taxes window and assign a tax rate to the category "Train Travel" for each foreign and domestic tax. Otherwise, if the new category is not assigned a tax rate, the category will be set with the default tax rate of 0% for all currencies.

Note: Categories that have been deactivated will not appear in the Currency Taxes window.

Attention: The Tax Recovery feature is a customized feature that may not be available to all users. If your company does not use the Tax Recovery feature, see the topic *Assign Tax Rates to a New Expense Category - Tax Recovery Off* on page 113.

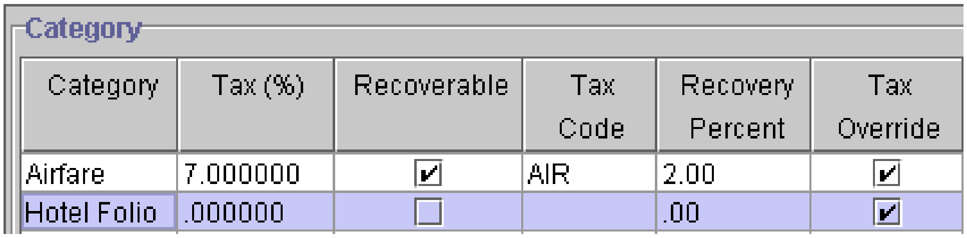
To add a tax rate to a new expense category

1. Open the **Currency Taxes** window.
2. Select the first currency code on the **Currency** list.

   Result: The taxes currently associated with the selected currency code will be listed in the Tax Name column.
3. From **Tax Name** column, click on the first tax listed.

   Result: The Category column will list all of the expense categories your company has set up (e.g. Air Travel, Car Rental). The Tax % column lists the tax rate assigned to each category.
4. From the **Category** display table, use the scroll-bar to search for the new expense category you created.
5. When you have found the new expense category, click inside the **Tax %** field beside the category and enter the tax rate that will be charged for that expense category.

   Example:



Category	Tax (%)	Recoverable	Tax Code	Recovery Percent	Tax Override
Airfare	7.000000	☑	AIR	2.00	☑
Hotel Folio	.000000	☐		.00	☑

Continue on next page…

To add a tax rate to a new expense category, continued

6. If the tax is not recoverable, skip to step 11.

   - otherwise -

   If the tax can be reclaimed for the new expense category, perform steps 7 to 9.

   Note: For more information, see the topic *Tax Recovery Feature*.

7. From the **Recoverable** column, select the check box ☑ beside the expense category.
8. From the **Tax Code** column, enter the Costpoint tax code assigned to the expense category.

   Note: The Tax Code file length is restricted to 6 alpha numeric characters.

9. From the **Recoverable Percent** column, enter the recoverable tax rate.
10. To activate the Tax Override feature, select the check box ☑ in the **Tax Override** column.

    Attention: Tax Override is a customized feature that may not be available to all users.

11. Click the **Save** button to save your changes.
12. From the **Tax Name** column, click on the next tax on the list.

    - or -

    If the selected currency code only has one tax, click on the next currency code on the Currency list, and then click on the first tax listed in the Tax Name column.

13. Repeat steps 4 to 12 for every currency code on the Currency list.
14. When you have finished assigning a tax rate to the new category, for each foreign and domestic tax, click the **Close** button to close the Currency Taxes window.

    Note: Each new expense category must be assigned a tax rate for each foreign and domestic tax. Otherwise, the category will retain the default tax rate of 0%.

See Also

- Adding a New Tax
- Modifying Tax Rates
- Assign Tax Recovery Codes

Assigning Tax Recovery Codes

Introduction

Companies that have incurred domestic business expenses and/or incurred expense in European countries (and in some non-European countries) are often entitled to reclaim taxes and value added taxes (VAT) on specific business expenses, including goods and services.

The new Tax Recovery feature grants companies the ability to properly allocate recoverable taxes. For each recoverable tax, the Application Administrator can now assign a tax recovery code to each expense category.

For example, if a company is entitled to reclaim taxes applied to entertainment expenses incurred in France, the Application Administrator can assign a tax recovery code to the expense category "Entertainment", within the VAT for France. Thus, when an employee claims an entertainment expense incurred on a trip to France, the integration program will use the data in the location field to search, acquire, and upload the associated tax recovery code.

Use the Tax Component Definition window to assign tax recovery codes to foreign and/or domestic taxes.

Attention: The Tax Recovery feature is a customized feature that may not be available to all users.

Note

- The Tax Recovery feature may also be referred to as the Recovery on Taxes feature.
- The Tax Recovery feature must be active in order to assign a tax recovery code.
- The procedure below explains how to assign a tax recovery code to an existing foreign or domestic tax. If you wish to assign a tax code to a new tax, see the topic *Adding a New Tax*.

To assign a tax recovery code:

1. Open the **Currency Taxes** window.
2. From the **Currency** drop-down list, select the currency code representing the country associated with the recoverable tax.

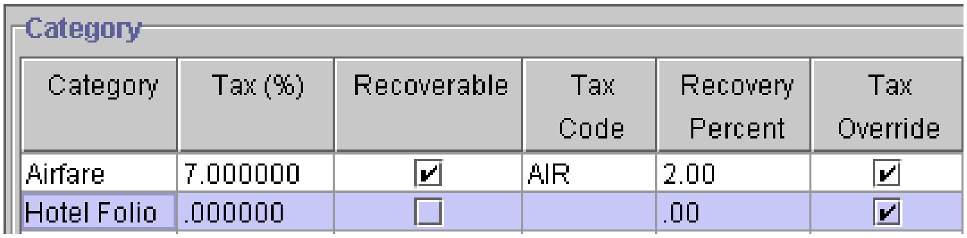
   Result: The taxes currently associated with the selected currency will be listed in the Tax Name column.

Continue on next page…

To assign a tax recovery code, continued

3. From the **Tax Name** column, select the recoverable tax.

   Result: The Category column will list all of the expense categories your company has set up (e.g. Air Travel, Car Rental). The Tax % column lists the tax rate assigned to each category.



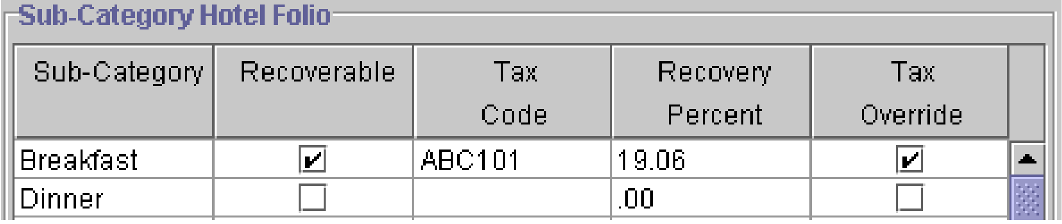
Category

Category	Tax (%)	Recoverable	Tax Code	Recovery Percent	Tax Override
Airfare	7.000000	☑	AIR	2.00	☑
Hotel Folio	.000000	☐		.00	☑

4. In the **Recoverable** column, select the check box ☑ beside the expense category that allows the tax to be recovered.
5. In the **Tax Code** column, enter the Costpoint tax code assigned to the expense category.

   Note: The Tax Code file length is restricted to 6 alpha numeric characters.
6. In the **Recoverable Percent** column, enter the recoverable tax rate.
7. Repeat steps 4 to 6 for all expense categories that allow the new tax to be recovered.
8. Select the category "Hotel Folio".

   Result: The Sub-Category Hotel Folio table will list all of the hotel folio sub-categories in the database.



Sub-Category Hotel Folio

Sub-Category	Recoverable	Tax Code	Recovery Percent	Tax Override
Breakfast	☑	ABC101	19.06	☑
Dinner	☐		.00	☐

9. If the new tax can be reclaimed for a hotel folio expense, repeat steps 4 to 6 for each hotel folio sub-category that allows the tax to be reclaimed.
10. To assign tax recovery codes for another tax, repeat steps 2 to 9.
11. When you are done, click the **Save** button.
12. To close the Currency Taxes window, click the **Close** button.

See Also

- Adding a New Tax
- Modifying Tax Rates
- Assign Tax Rates to a New Expense Category

Currency Taxes Window - Tax Recovery Off

Purpose

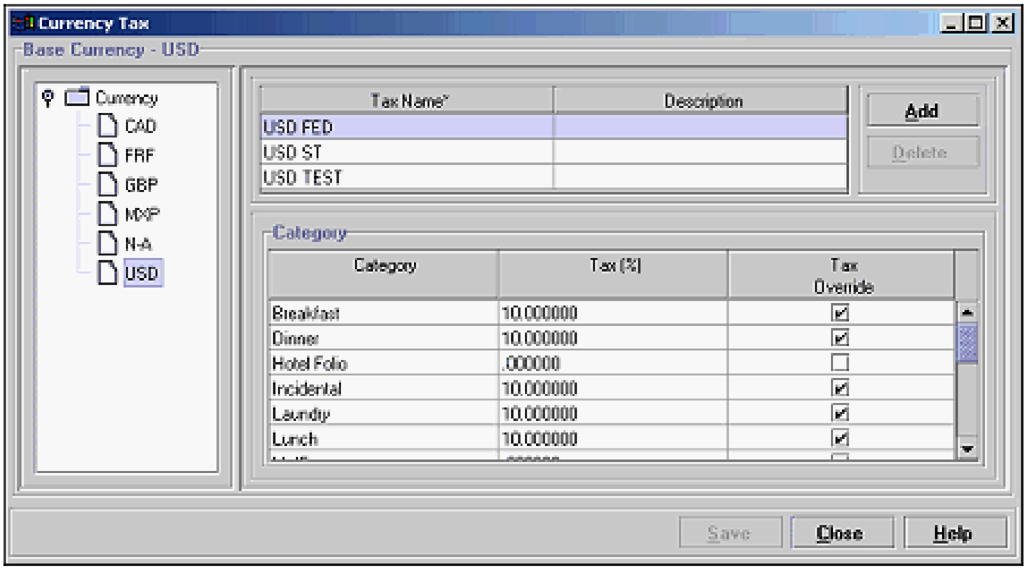
Use the Currency Taxes window to set up all of the foreign and domestic taxes your company's employees will encounter while traveling on business. The Currency Taxes window serves three important functions:

1. Use the Currency Taxes window to create federal, state, provincial and municipal taxes for both foreign and domestic currencies.
2. For each new tax you create using the Currency Taxes window you must assign and maintain the tax rate percentages for each expense category (e.g. Air Travel, Car Rental, etc.). These tax rates define how much your employees will be taxed according to each expense category. The expense categories your company has set up are listed in the "Category" column of the Currency Taxes window. The tax rate applied to each category must be entered in the "Tax %" column.
3. For each new tax you create, you may grant your employees the ability to overwrite that tax when it is applied to a particular business expense. For example, when setting up the US Federal tax, if you select the Tax Override check box ☑ beside the expense category "Airfare", you are granting your employees the ability to modify the US Federal tax amount calculated against their airfare expense claims.

   Note: The Tax Override check box is a customized feature that may not appear for all users. For more information , see the topic *Tax Override Feature*.

Attention: If your company does use the Tax Recovery feature, see the topic *Currency Taxes Window - Tax Recovery On*.

Example



Tax Name*	Description
USD FED	
USD ST	
USD TEST	

Category	Tax (%)	Tax Override
Breakfast	10.000000	☑
Dinner	10.000000	☑
Hotel Folio	.000000	☐
Incidental	10.000000	☑
Laundry	10.000000	☑
Lunch	10.000000	☑

Continue on next page…

To open the Currency Taxes window:

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **Currency Taxes**.

Use this window for…

- Adding a New Tax
- Modifying Tax Rates
- Assigning Tax Rates to a New Expense Category

See Also

- Currency Tax Type Window

Adding a New Tax - Tax Recovery Off

Introduction

Use the Currency Taxes window to set up all of the foreign and domestic taxes your company's employees will encounter while traveling on business.

Attention: If your company does use the Tax Recovery feature, see the topic *Adding a New Tax - Tax Recovery On*.

Rules for Adding New Taxes

- Duplicate tax names are not allowed.
- Once a tax has been used in an expense report, that tax cannot be deleted.
- Once a tax has been applied to a tax type used by your base currency, that tax cannot be deleted.

  Note: For more information about applying taxes to tax types, see the topic *Currency Tax Type window.*

To add a new tax:

1. Open the Currency Taxes window.
2. From the **Currency** list, select the currency code representing the country that will be associated with the new tax.

   Result: The taxes currently associated with the selected currency will be listed in the Tax Name column.
3. Click the **Add** button.

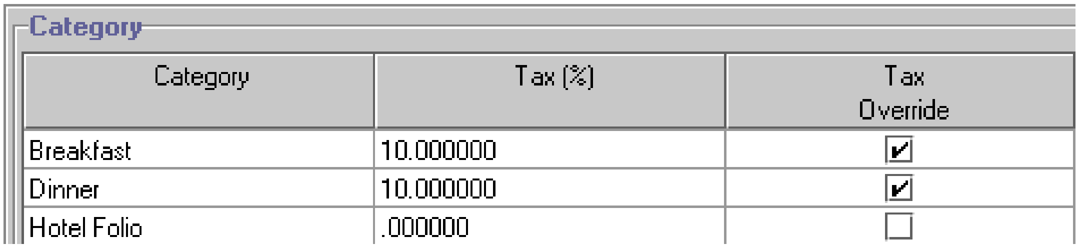
   Result: A new row will be added to the bottom of the tax list. The default name assigned to the new tax is derived by combining the currency code with the acronym VAT (value added tax). Notice in Category display table that the tax percentages for all of the expense categories have been set to zero.
4. If you wish to change the name of the new tax, click inside the **Tax Name** field, and then enter a short title that describes the purpose of the new tax (e.g. US FD could be used as an acronym for US Federal tax)
5. Click inside the **Description** field and enter a brief description of the new tax.

Continue on next page…

To open the Currency Taxes window:

6. From the **Tax %** column in the Category display table, begin entering the tax rate that will be charged to each expense category.

   Example:



Category

Category	Tax (%)	Tax Override
Breakfast	10.000000	☑
Dinner	10.000000	☑
Hotel Folio	.000000	☐

7. To activate the Tax Override feature, select the check box ☑ in the **Tax Override** column.

   Attention: The Tax Override check box is a customized feature that may not appear for all users.

8. When you are done entering the tax rates, click the **Save** button.
9. To close the Currency Taxes window, click the **Close** button.

See Also:

- Modifying Tax Rates
- Assign Tax Rates to a New Expense Category

Modifying Tax Rates - Tax Recovery Off

Introduction

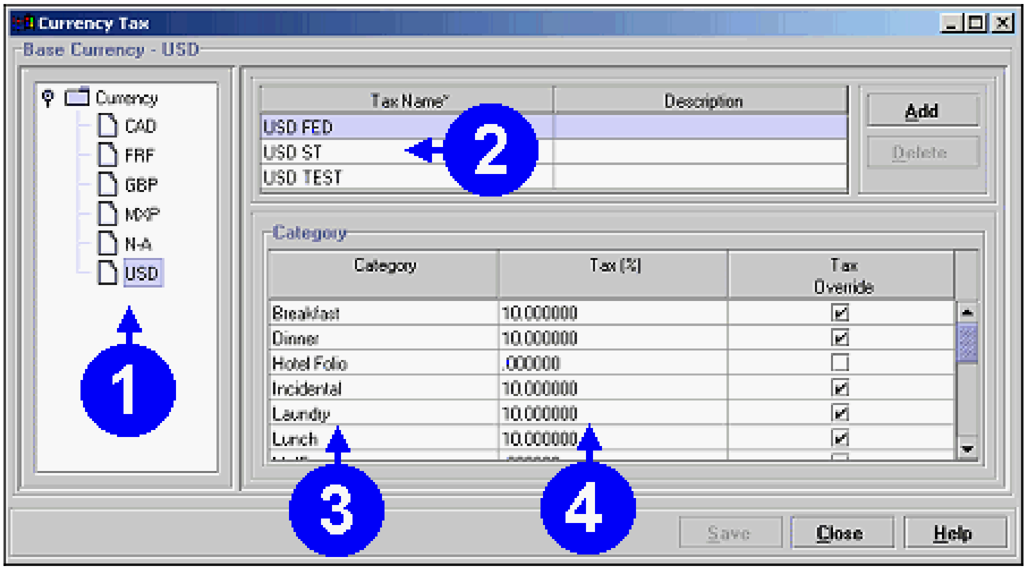
When you create a tax on the Currency Taxes window you must enter the tax rate percentages for each expense category (e.g. Air Travel, Car Rental, etc.). These tax rates define how much your employees will be taxed according to each expense category. It is your responsibility to maintain those tax rates. Should a country ever raise its tax rate you will need to make the required changes to that country's tax rates.

> **Attention**: If your company does use the Tax Recovery feature, see the topic *Modifying Tax Rates - Tax Recovery On*.

Important Window Components (numbered below)

1. The Currency list allows you to select the currency code representing the country associated with the tax you wish to modify.
2. The Tax Name column lists all of the taxes associated with the selected currency.
3. The Category column lists all your company's expense categories.
4. The Tax % column displays the tax rate assigned to each expense category.

Example



Tax Name*	Description
USD FED	
USD ST	
USD TEST	

Category	Tax (%)	Tax Override
Breakfast	10.000000	☑
Dinner	10.000000	☑
Hotel Folio	.000000	☐
Incidental	10.000000	☑
Laundry	10.000000	☑
Lunch	10.000000	☑

Continue on next page…

New Expense Categories

Each time you create a new expense category you must open the Currency Taxes window and assign a tax rate to the new category for each foreign and domestic tax. For example, if you create the expense category "Train Travel", you will need to assign this category a tax rate for each foreign and domestic tax. Otherwise, if the tax rate is not set, the category's tax rate will remain at 0% for all currencies.

To assign tax rates:

1. Open the Currency Taxes window.
2. From the **Currency** list, select the currency code representing the country associated with the tax you wish to modify.

   Result: The taxes currently associated with the selected currency will be listed in the Tax Name column.
3. From the **Tax Name** column, select the tax that requires modifying.

   Result: The Category column will list all of the expense categories your company has set up (e.g. Air Travel, Car Rental). The Tax % column lists the tax rate assigned to each category.
4. In the **Tax %** column, begin making the necessary modifications to the tax rates assigned to the expense categories.
5. When you are done entering the tax rates, click the **Save** button.
6. To close the Currency Taxes window, click the **Close** button.

Related Information

- Whenever you create a new foreign currency on the Exchange Rates screen you must create a tax for that currency from the Currency Taxes window.
- Expense categories that have been deactivated will not appear in the Category column of the Currency Taxes window.

See Also

- Adding a New Tax
- Assign Tax Rates to a New Expense Category

Assign Tax Rates to a New Expense Category - Tax Recovery Off

Introduction

When you create a new expense category on the Pick Lists screen, you must open the Currency Taxes window and assign a tax rate to the new category for each foreign and domestic tax.

For example, if you create the expense category "Train Travel", you will need to open the Currency Taxes window and assign a tax rate to the category "Train Travel" for each foreign and domestic tax. Otherwise, if the new category is not assigned a tax rate, the category will be set with the default tax rate of 0% for all currencies.

Note: Categories that have been deactivated will not appear in the Currency Taxes window.

> **Attention**: If your company does use the Tax Recovery feature, see the topic *Assign Tax Rates to a New Expense Category - Tax Recovery On*.

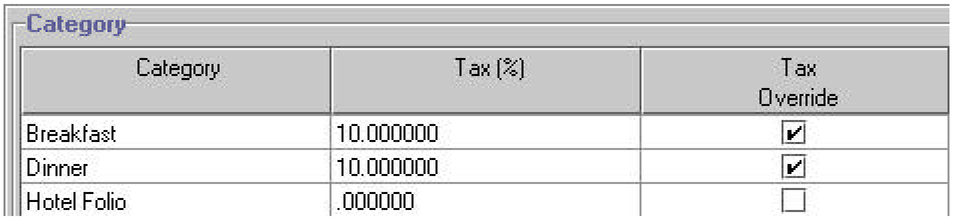
To add tax rates to a new expense category

1. Open the Currency Taxes window.
2. Select the first currency code on the **Currency** list.

   Result: The taxes currently associated with the selected currency code will be listed in the Tax Name column.
3. From **Tax Name** column, click on the first tax listed.

   Result: The Category column will list all of the expense categories your company has set up (e.g. Air Travel, Car Rental). The Tax % column lists the tax rate assigned to each category.
4. From the **Category** display table, use the scroll-bar to search for the new expense category you created.
5. When you have found the new expense category, click inside the **Tax %** field beside the category and enter the tax rate that will be charged for that expense category.

   Example:



Category

Category	Tax (%)	Tax Override
Breakfast	10.000000	☑
Dinner	10.000000	☑
Hotel Folio	.000000	☐

6. To activate the Tax Override feature, select the check box ☑ in the **Tax Override** column.

   Attention: The Tax Override check box is a customized feature that may not appear for all users.
7. Click the **Save** button to save your changes.

Continue on next page…

New Expense Categories

8. From the **Tax Name** column, click on the next tax on the list.

   - or -

   If the selected currency code only has one tax, click on the next currency code on the Currency list, and then click on the first tax listed in the Tax Name column.

9. Repeat steps 4 to 7 for every currency code on the Currency list.
10. When you have finished assigning a tax rate to the new category, for each foreign and domestic tax, click the **Close** button to close the Currency Taxes window.

    Note: Each new expense category must be assigned a tax rate for each foreign and domestic tax. Otherwise, the category will retain the default tax rate of 0%.

See Also

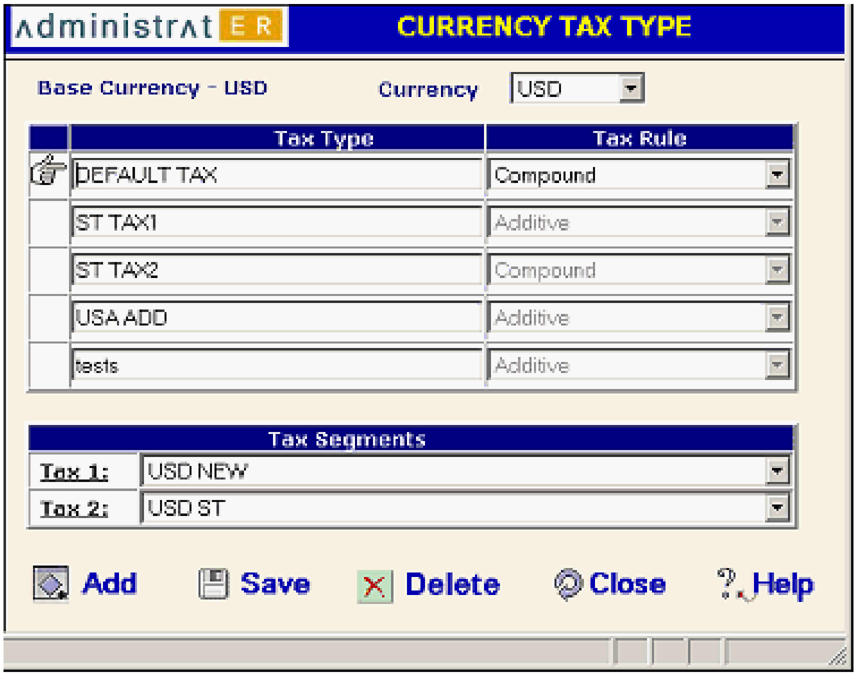
- Adding a New Tax
- Modifying Tax Rates

Currency Tax Type Screen

Purpose

Use the Currency Tax Type screen to create Tax Types (see definition of Tax Types on the next page).

Example



Base Currency - USD

Currency: USD

Tax Type	Tax Rule
DEFAULT TAX	Compound
ST TAX1	Additive
ST TAX2	Compound
USA ADD	Additive
tests	Additive

Tax Segments

Tax 1: USD NEW

Tax 2: USD ST

To open the Currency Tax Type screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Currency Tax Type**.

Use this screen for…

- Adding a New Tax Type

Continue on next page…

Tax Types

Tax Types are used to define the tax system used by each country, state, province, and city in your database. Each location must be assigned a Tax Type. Each Tax Type is composed of two pieces of information:

1. The tax or taxes used by the location (e.g. federal tax, state tax).
2. The Tax Rule adopted by the location (Single, Additive, or Compound).

   Note: The taxes you assign to each Tax Type must be first created using the Currency Taxes window.

Tax Rules

A Tax Rule is a formula AdministratER uses to calculate the amount of tax included in the total cost of an expense item. When a Tax Type is created, it must be assigned one of the following three Tax Rules: Single, Additive or Compound. Each location in your database is associated with a Tax Rule formula which calculates the amount of tax applied to goods and services purchased in that particular country, state, province, or city.

Note: For more information, see the topic *Tax Rules*.

Example Tax Type

The province of Ontario applies both a federal and a provincial tax, at an additive rate, to most consumer goods. Therefore, to create a Tax Type based on this information you would need to perform the following steps from the Currency Tax Type window:

1. From the **Currency** field, select the currency code for Canada (CAD).

   Result: The existing tax types associated with the currency code CAD will be listed.

2. Click the **Add** button.

   Result: A blank row is added to the bottom of the list of Tax Types. The hand pointer ☞ will appear beside the new Tax Type.

3. In the empty **Tax Type** field, enter the name of the new Tax Type. The new name should be connected with the province of Ontario (e.g. Ontario Tax).
4. From the **Tax Rule** drop-down list (beside the new Tax Type), select **Additive**.
5. From the **Tax 1** drop-down list, select the tax name you have reserved for Canadian Federal Good and Services Tax (GST).

   Note: Prior to creating this Tax Type, you would need to open the Currency Taxes window and add GST and PST to the list of Canadian currency taxes.

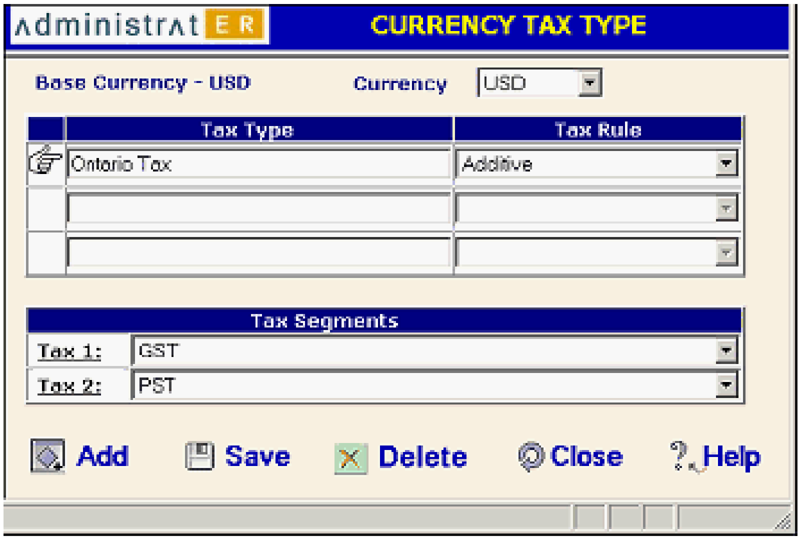
6. From the **Tax 2** drop-down list, select the tax name you have reserved for Provincial Sales Tax (PST).

Continue on next page…

Example Tax Type, continued

7. Click the **Save** button.

Example



administratER
CURRENCY TAX TYPE
Add
Save
Delete
Close
Help

Base Currency - USD

Currency: USD

Tax Type	Tax Rule
Ontario Tax	Additive

Tax Segments

Tax 1: GST

Tax 2: PST

Note: The new Tax Type can now be assigned to location folder for the province of Ontario (on the Locations window).

See Also

- Tax Rules
- Currency Taxes Window

Adding a New Tax Type

Introduction

Use the Currency Tax Type screen to create Tax Types.

Tax Types

Tax Types are used to define the tax system used by each country, state, province, and city in your database. Each location must be assigned a Tax Type. Each Tax Type is composed of two pieces of information:

1. The tax or taxes used by the location (e.g. federal tax, state tax).
2. The Tax Rule adopted by the location (Single, Additive, or Compound).

   Note: The taxes you assign to each Tax Type must be first created using the Currency Taxes window.

To add a new Tax Type:

1. Open the Currency Tax Type screen.
2. From the **Currency** drop-down list, select the currency code that will be associated with the new Tax Type.

   Result: The Tax Types currently associated with the selected currency will be listed in the Tax Type column.
3. Click the **Add** button.

   Result: A new row is added to the bottom of the list of Tax Types. The hand pointer ☞ will appear beside the selected Tax Type.
4. In the empty Tax Type field, enter the name of the new Tax Type. The name of the new Tax Type should explains its purpose (e.g. Ontario Tax, US Federal Tax).
5. From the **Tax Rule** drop-down list (beside the new Tax Type), select one of the following tax rules:
   - Single
   - Additive
   - Compound

   For a description of each tax rule, see the topic *Tax Rules*.

Continue on next page…

To add a new Tax Type, continued

6. Depending on which tax rule you selected, follow the appropriate instructions below:
    - **Single -** From the Tax 1 drop-down list, select the tax that will be applied independently to the cost of each expense.
    - Additive or Co**mpound -** From the **Tax 1** drop-down list, select the tax that will represent the primary tax. From the **Tax 2** drop-down list, select the tax that will represent the secondary tax.
7. When you are finished, click the **Save** button to save new Tax Type.
8. To close the Currency Tax Type screen, click the **Close** button.

Example Tax Type

The province of Ontario applies both a federal and a provincial tax, at an additive rate, to most consumer goods. Therefore, to create a Tax Type based on this information you would need to perform the following steps from the Currency Tax Type window:

1. From the **Currency** field, select the currency code for Canada (CAD).

    Result: The existing tax types associated with the currency code CAD will be listed.

2. Click the **Add** button.

    Result: A blank row is added to the bottom of the list of Tax Types. The hand pointer ☞ will appear beside the new Tax Type.

3. In the empty **Tax Type** field, enter the name of the new Tax Type. The new name should be connected with the province of Ontario (e.g. Ontario Tax).
4. From the **Tax Rule** drop-down list (beside the new Tax Type), select **Additive**.
5. From the **Tax 1** drop-down list, select the tax name you have reserved for Canadian Federal Good and Services Tax (GST).

    Note: Prior to creating this Tax Type, you would need to open the Currency Taxes window and add GST and PST to the list of Canadian currency taxes.

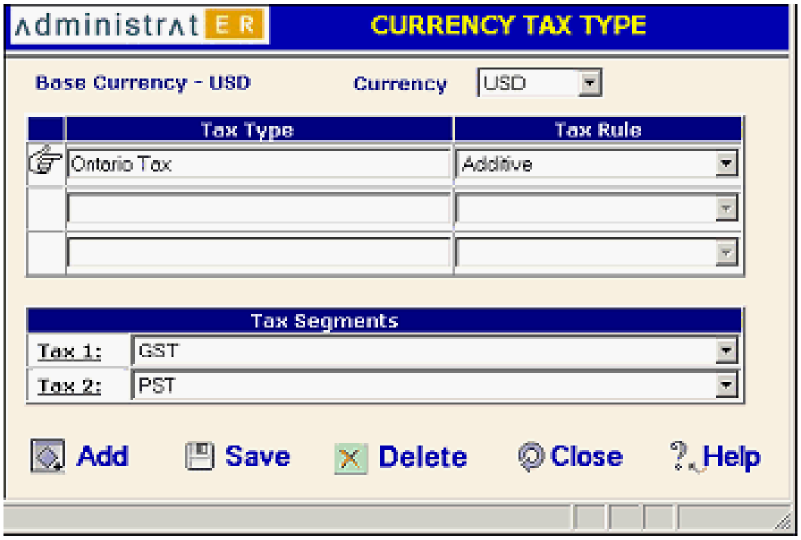
6. From the **Tax 2** drop-down list, select the tax name you have reserved for Provincial Sales Tax (PST).

Continue on next page…

Example Tax Type, continued

7. Click the **Save** button.

Example


administrATER
CURRENCY TAX TYPE
Add
Save
Delete
Close
Help

Base Currency - USD

Currency: USD

Tax Type	Tax Rule
Ontario Tax	Additive

Tax Segments

Tax 1: GST

Tax 2: PST

Note: The new Tax Type can now be assigned to location folder for the province of Ontario (on the Locations window).

See Also

- Tax Rules

Tax Rules

Introduction

A Tax Rule is a formula AdministratER uses to calculate the amount of tax included in the total cost of an expense item. Each location in your database is assigned a Tax Rule formula which calculates the amount of tax applied to goods and services purchased in that particular country, state, province, or city. When a user enters the total cost of an expense item in their expense report, AdministratER calculates the amount of tax included in the total cost by applying the expense amount to the Tax Rule formula associated with the location where the expense item was purchased.

When a Tax Type is created, it must be assigned one of the following three Tax Rules:

- Single Expense Amount = Base Cost (Tax Rate + 100%)
- Additive Expense Amount = Base Cost (Tax Rate 1 + Tax Rate 2 + 100%)
- Compound Expense Amount = Base Amount x (Tax Rate 1 + Tax Rate 2 + (Tax Rate 1 x Tax Rate 2) + 100%)

Review: When a Tax Type is created on the Currency Tax Type screen it is assigned a Tax Rule. Once the Tax Type is completed, it is assigned to a Location (e.g. country, state, province, city) on the Locations window, thus linking the Location to the Tax Rule.

Revised Formulas

Since each Tax Rule formula was originally created to calculate the total cost of an expense, each formula must be reversed in order to calculate the amount of tax included in the total cost. Listed below are the revised Tax Rule formulas that are used to calculated the amount of taxes paid.

- Single Taxes Paid = Expense Amount x (Tax Rate) / (Tax Rate + 100%)
- Additive

$$\text{Tax Paid 1} = \frac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 1}$$

$$\text{Tax Paid 2} = \frac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 2}$$

- Compound

$$\text{Tax 1 Paid} = \frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times \text{Tax Rate 1}$$

$$\text{Tax 2 Paid} = \frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times (\text{Tax Rate 1} + 100\%) \times \text{Tax Rate 2}$$

Continue on next page…

Base Cost Formulas

When the program receives the total cost of an expense item, it uses a variation of the Tax Rule formula to calculate the Base Cost of the expense (the cost of the expense before tax). Listed below are the formulas used to calculate the Base Cost of an expense according to each Tax Rule formula.

- Single Base Cost = Expense Amount / Tax Rate + 100%
- Additive Base Cost = Expense Amount / (Tax Rate 1 + Tax Rate 2 + 100%)
- Compound $$\text{Base Amount} = \frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)}$$

See Also

- Currency Tax Type Screen
- Adding a New Tax Type

Single Rate Formula

IIntroduction

In order to calculate the amount of tax included in the total cost of an expense, the Single Rate formula must be reversed to form the following formula:

Taxes Paid = Expense Amount x (Tax Rate) / (Tax Rate + 100%)

Example

A user is claiming a lunch expense for $10.70 that was incurred while on a business trip to Spain.

- The country of Spain charges a 7% tax on meal expenses.

  Reminder: Tax rates are assigned to locations from the Currency Taxes window.

  - Expense Amount • = • $10.70
  - Tax Rate • = • 7%
  - Taxes Paid • = • Expense Amount x (Tax Rate) / (Tax Rate + 100%)
- • = • $10.70 x 0.07 / (0.07 + 1)
- • = • $0.749 / 1.07
- • = • $0.70

Result: In this example, the lunch expense included a charge of $0.70 tax.

See Also

- Additive Rate Formula
- Compound Rate Formula
- Tax Rules - Introduction

Additive Rate Formula

Introduction

In order to calculate the amount of tax included in the total cost of an expense, the Additive Rate formula must be reversed to form the following two formulas:

- $\text{Tax Paid 1} = \dfrac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 1}$
- $\text{Tax Paid 2} = \dfrac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 2}$

Example

A user is claiming a lunch expense for $11.50 that was incurred while on a business trip to Toronto, Ontario.

- The province of Ontario charges a 7% federal tax and a 8% provincial tax on meal expenses at an additive rate.

  Reminder: Tax rates are assigned to locations from the Currency Taxes window.

  - Expense Amount ⇒ $11.50
  - Tax Rate 1 ⇒ 7%
  - Tax Rate 2 ⇒ 8%
  - Tax Paid 1 = $\dfrac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 1}$
    - ⇒ $11.50 / (0.07 + 0.8 + 1) x 0.07
    - ⇒ $11.50 / 1.50 x 0.07
    - ⇒ $0.70
  - Tax Paid 2 = $\dfrac{\text{Expense Amount}}{\text{Tax Rate 1} + \text{Tax Rate 2} + 100\%} \times \text{Tax Rate 2}$
    - ⇒ $11.50 / (0.07 + 0.8 + 1) x 0.08
    - ⇒ $11.50 / 1.50 x 0.08
    - ⇒ $0.80

Result: In this example, the lunch expense included a $0.70 federal tax charge and a $0.80 provincial tax charge.

See Also

- Single Rate Formula
- Compound Rate Formula
- Tax Rules - Introduction

Compound Rate Formula

Introduction

In order to calculate the amount of tax included in the total cost of an expense, the Compound Rate formula must be reversed to form the following two formulas:

- $$\text{Tax 1 Paid} = \frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times \text{Tax Rate 1}$$
- $$\text{Tax 2 Paid} = \frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times (\text{Tax Rate 1} + 100\%) \times \text{Tax Rate 2}$$

Example

A user is claiming a lunch expense for $11.56 that was incurred while on a business trip to Montreal, Quebec.

- The province of Quebec charges a 7% federal tax and a 8% state tax on meal expenses at a compound rate.

  Reminder: Tax rates are assigned to locations from the Currency Taxes window.

  - Expense Amount = $11.56
  - Tax Rate 1 = 7%
  - Tax Rate 2 = 8% (compound tax)
  - Tax Paid 1 =

$$\frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times \text{Tax Rate 1}$$

$$= \frac{\$11.56}{(0.07 + 0.08 + (0.07 \times 0.08) + 1)} \times 0.07$$

$$= \frac{\$11.56}{(0.07 + 0.08 + 0.056 + 1)} \times 0.07$$

= $9.59 x 0.07

= $0.67

  - Tax Paid 2 =

$$\frac{\text{Expense Amount}}{(\text{Tax Rate 1} + \text{Tax Rate 2} + (\text{Tax Rate 1} \times \text{Tax Rate 2}) + 100\%)} \times (\text{Tax Rate 1} + 100\%) \times \text{Tax Rate 2}$$

$$= \frac{\$11.56}{(0.07 + 0.08 + (0.07 \times 0.08) + 1)} \times (0.07 + 1) \times 0.08$$

$$= \frac{\$11.56}{(0.07 + 0.08 + 0.056 + 1)} \times 1.07 \times 0.08$$

= $9.59 x 1.07 x 0.08

= $0.82

Result: In this example, the lunch expense included a $0.67 federal tax charge and a $0.82 provincial tax charge.

Exchange Rates Screen

Purpose

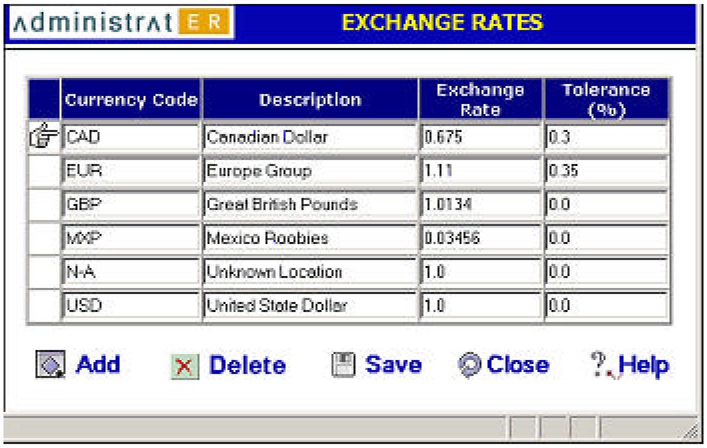
The Exchange Rates screen serves two important functions:

1. It allows you to add foreign currency codes to the system database.
2. It allows you to assign an exchange rate and tolerance % to each currency code.

Base Currency

You do not have to add your country's domestic currency code to the Exchange Rates screen. Your company's domestic currency code, or base currency code, will be added automatically when you install the application.

Example



Currency Code	Description	Exchange Rate	Tolerance (%)
CAD	Canadian Dollar	0.675	0.3
EUR	Europe Group	1.11	0.35
GBP	Great British Pounds	1.0134	0.0
MXP	Mexico Roobies	0.03456	0.0
N-A	Unknown Location	1.0	0.0
USD	United State Dollar	1.0	0.0

To open the Exchange Rates screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Exchange Rates**.

Use this screen to…

- Add a New Currency Code With Exchange Rate
- Modify a Currency Code
- Modify an Exchange Rate
- Delete a Currency Code

Continue on next page…

Prerequisite

You must record all foreign currency codes to the Exchange Rates screen before you can perform any of the following procedures:

- Adding a New Tax
- Adding a New Tax Type
- Adding a New Location to the Locations Screen

Exchange Rate

When an employee records an expense claim that was paid for using a foreign currency, the program uses the exchange rate from Exchange Rates screen to calculate the employee's reimbursement amount in your company's base currency.

Add a New Currency Code With Exchange Rate

Introduction

The Exchange Rates screen serves two important functions:

1. It allows you to add foreign currency codes to the system database.
2. It allows you to assign an exchange rate and tolerance % to each currency code.

Before You Start

There are a few things to remember before you add a currency code:

- AdministratER converts the foreign amount to your base currency.
- All foreign currency codes that your organization may require should be added to the Exchange Rates screen.
- Charge card purchases automatically calculate the actual exchange rate on the date of purchase with the information provided by the charge card vendor. This information cannot be over-written.
- You must assign each currency code to a location on the Locations screen.
- You must create a currency code called "N-A" and associate this code with the location "unknown location" on the Locations screen. This currency code will be applied to charge card purchases paid for using a currency not found in the currency table.

To add a new currency code

1. Open the Exchange Rates screen.
2. Click the **Add** button.

   Result: A blank currency code will be added to the bottom of the Currency List box.
3. Complete the following fields:

Field Name	***Description***
Currency Code	Enter the name of the new currency code. **Note:** This field contains a maximum of 3 characters.
Exchange Rate	Enter the currency exchange rate.
Tolerance (%)	Enter the percentage amount that an exchange rate may deviate from the exchange rate you just entered.
Description	Enter a description of the new currency code.

Continue on next page…

To add a new currency code, continued

4. To save the new currency code, click the **Save** button.
5. To add another currency code, repeat steps 2 to 4.
6. To close the Exchange Rates screen, click the **Close** button.

What to do next

When you create a new currency code, you must perform the following tasks:

Window	*Task*
Currency Taxes Window	Create and assign a tax to the new currency code. **Note**: For more information, see the topic *Adding a New Tax*.
Currency Tax Type Screen	Create and assign a tax type to the new currency code. **Note**: For more information, see the topic *Adding a New Tax Type*.
Locations Screen	Create a new location and assign it to the new currency code. **Note**: For more information, see the topic *Adding Locations*.

See Also

- Modify a Currency Code
- Modify an Exchange Rate
- Delete a Currency Code

Modify a Currency Code

Use the Exchange Rates screen to modify the exchange rate and tolerance level associated with a currency code.

To modify a currency code:

1. Open the Exchange Rates screen.
2. From the **Currency List** box, select the currency code you wish to modify.
3. Make the necessary changes to the following fields:

Field Name	***Description***
Currency Code	You cannot change the contents of this field.
Exchange Rate	Modify the currency exchange rate assigned to the currency code.
Tolerance (%)	Modify the percentage amount that an exchange rate may deviate from the exchange rate.
Description	Modify the currency code description.

4. To save your changes, click the **Save** button.
5. To modify another currency code, repeat steps 2 to 4.
6. To close the Exchange Rates screen, click the **Close** button.

See Also

- Add a New Currency Code With Exchange Rate
- Modify an Exchange Rate
- Delete a Currency Code

Modify an Exchange Rate

Use the Exchange Rates screen to modify the exchange rate associated with a currency code.

To modify an exchange rate:

1. Open the Exchange Rates screen.
2. From the **Currency List** box, select the currency code containing the exchange rate you wish to modify.
3. In the **Exchange Rate** field, enter a new exchange rate.
4. In the **Tolerance (%)** field, enter a new tolerance level (if needed).
5. To save your changes, click the **Save** button.
6. To modify another exchange rate, repeat steps 2 to 5.
7. To close the Exchange Rates screen, click the **Close** button.

See Also

- Add a New Currency Code With Exchange Rate
- Modify a Currency Code
- Delete a Currency Code

Delete a Currency Code

Use the Exchange Rates screen to delete currency codes.

Warning: You cannot delete a currency code that is associated with a location on the Locations window. In order to delete the currency code, you would need to assign the location a different currency code.

To delete a currency code:

1. Open the Exchange Rates screen.
2. From the **Currency List** box, select the currency code you wish to delete.
3. Click the **Delete** button.

   Result: A confirmation window will appear.
4. Click the **Yes** button on the confirmation window.

   Result: The selected currency code will be removed from the Currency List box.
5. To save your changes, click the **Save** button.
6. To delete another currency code, repeat steps 2 to 5.
7. To close the Exchange Rates screen, click the **Close** button.

See Also

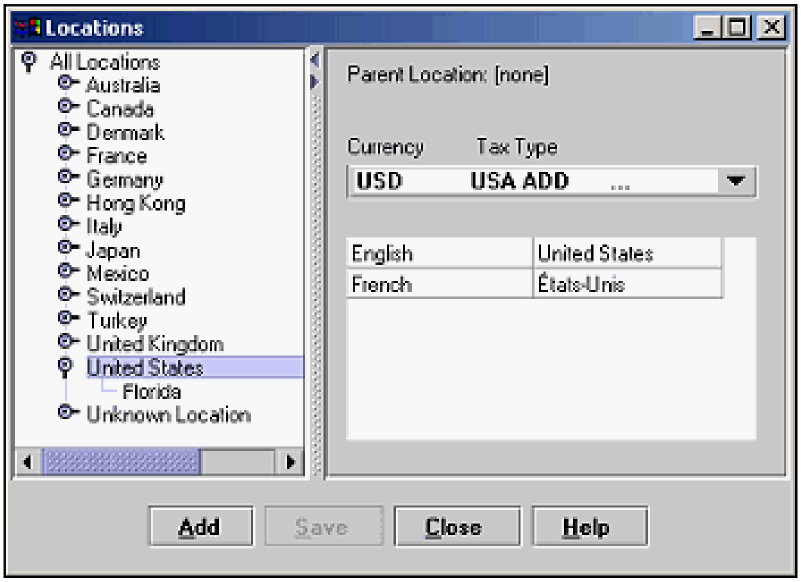
- Add a New Currency Code With Exchange Rate
- Modify a Currency Code
- Modify an Exchange Rate

Locations Window

Purpose

Use the Locations window to create a location folder for each travel destination your employees may visit during a business trip. A location may either be a country, state, province, or city. The purpose of each location folder is to record the currency and the tax type used at that location.

Example


Locations
All Locations
Australia
Canada
Denmark
France
Germany
Hong Kong
Italy
Japan
Mexico
Switzerland
Turkey
United Kingdom
United States
Florida
Unknown Location
Add
Save
Close
Help

Parent Location: [none]

Currency: USD
Tax Type: USA ADD ...

English	United States
French	États-Unis

To open the Locations window:

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **Locations**.

Use this window for…

- Adding Locations
- Modifying Locations

Prerequisite Topics

Before you can create a location on the Locations Window:

- Make sure that the location's tax type has been added to the system. For more information, see the topics *Currency Taxes Window* and *Currency Tax Type Screen*.
- Make sure that the location's base currency has been added to the system. For more information, see the topic *Exchange Rates Screen*.

Continue on next page…

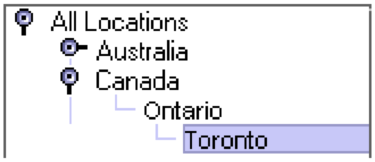
Rules for Adding Locations

When adding a location to the Locations window, obey the following rules:

- Group locations according to the following hierarchy:

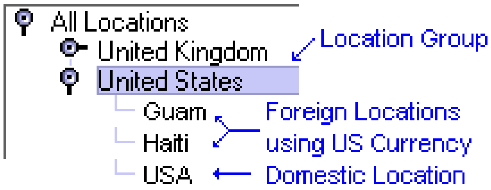
  Country (Level 1), State/Province (Level 2), City/Municipality (Level 3)

  Example:


All Locations
Australia
Canada
Ontario
Toronto

- If the location you are adding is a country that uses the same currency as another country, you should group both locations in the same location group. For example, since Guam and the United States both use American dollars as their currency, you should group both countries under a location group for US Currency.

  Example:


All Locations
United Kingdom
United States
Guam
Haiti
USA
Location Group
Foreign Locations
using US Currency
Domestic Location

- Once you have saved a location on the Locations window, the location cannot be deleted. However, the location can be renamed.
- The first time you open the Locations window you should create a location folder titled "Unknown Location" and associate it with the currency "N-A". The purpose of this location is to allow electronic charge card transactions to process even though the expense was paid for in a country that does appear in your Location database. When the Submitter adds the charge card transaction to their expense report, the user will need to enter the correct location before they can submit their expense report.

Adding Locations

Introduction

Use the Locations window to create a location folder for each travel destination your employees may visit during a business trip. A location may either be a country, state, province, or city. The purpose of each location folder is to record both the currency and the tax type used at that location.

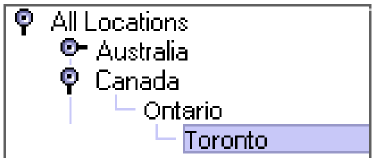
Rules for Adding Locations

When adding a location to the Locations window, obey the following rules:

- Group locations according to the following hierarchy:

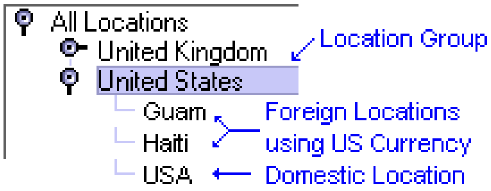
  Country (Level 1), State/Province (Level 2), City/Municipality (Level 3)

  Example:



- If the location you are adding is a country that uses the same currency as another country, you should group both locations in the same location group. For example, since Guam and the United States both use American dollars as their currency, you should group both countries under a location group for US Currency.

  Example:



- Once you have saved a location on the Locations window, the location cannot be deleted. However, the location can be renamed.
- The first time you open the Locations window you should create a location folder titled "Unknown Location" and associate it with the currency "N-A". The purpose of this location is to allow electronic charge card transactions to process even though the expense was paid for in a country that does appear in your Location database. When the Submitter adds the charge card transaction to their expense report, the user will need to enter the correct location before they can submit their expense report.

Continue on next page…

To add a location

1. Open the Locations window.
2. Using the rules above, find the folder where you wish to add the new location.
3. Click the **Add** button.

   Result: A new location folder will be created with the title "Rename".
4. In the **English** field, enter the name of the new location.
5. In the **French** field you enter the French translation of the location name.

   Note: The French field will only appear if you are using a multi-language application.
6. If the new location is not inside a location group, select the country's currency code from the **Currency** drop-down list.
7. From the Tax Type drop-down list, select the tax type associated with the new location.

   Note: If the Tax Type field displays "Select a Tax Type", this message will indicate that you have recently installed an upgraded version of the program. Consequently, you will need to create a tax type for each location in your Location database.

   Tax types are created on the Currency Tax Type screen.
8. To save the new location, click the **Save** button.

   Reminder: Once you save the location you will not be able to delete it.
9. To add another location, repeat steps 3 to 9.
10. To close the window, click the **Close** button.

See Also

- Modifying Locations

Prerequisite

Before you can create a location:

- Make sure that the location's tax type has been added to the system. For more information see the topics *Currency Taxes Window* and *Currency Tax Type Screen*.
- Make sure that the location's based currency has been added to the system. For more information see the topic *Exchange Rates Screen*.

Modifying Locations

Introduction

Use the Locations window to create a location folder for each travel destination your employees may visit during a business trip. A location may either be a country, state, province, or city. The purpose of each location folder is to record both the currency and the tax type used at that location.

To change a location

1. Open the Locations window.
2. From the **Location List**, double-click the 📁 **All Locations** folder.
3. Open the folder representing the location you wish to modify.
4. In the **English** field you may modify the name of the location.
5. In the **French** field you may modify the French translation of the location name.

   Note: The French field will only appear if you are using a multi-language application.
6. If the **Currency** drop-down field is available, you may assign the location a different currency code.
7. From the **Tax Type** drop-down list, you may assign the location a different tax type.
8. To save your changes, click the **Save** button.
9. To close the window, click the **Close** button.

See Also

- Adding Locations

Chapter 5

- Maintaining Company Guidelines

In this chapter…

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  Assigning a Guideline Limit to a New Expense Category ______ 144
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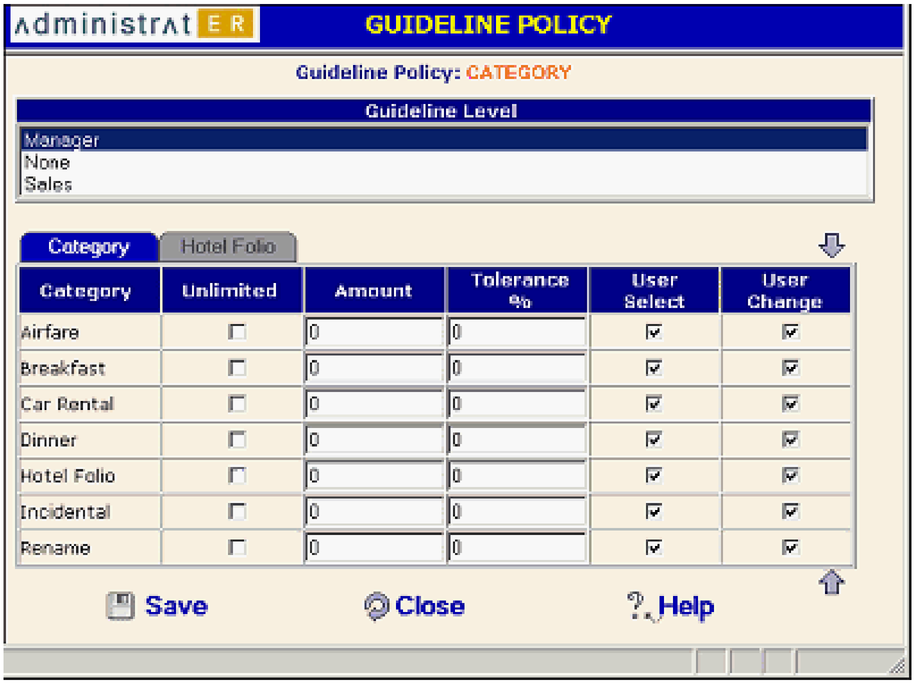
Guideline Policy Screen

Purpose

Use the Guideline Policy screen to set up and maintain the Guideline Policy for each of your company's Guideline Levels.

Note: Guideline Levels are created from the Pick List screen. See the topic Creating New Guideline Levels for more information.

Example



Guideline Policy: CATEGORY

Guideline Level

Manager
None
Sales

Category	Unlimited	Amount	Tolerance %	User Select	User Change
Airfare	☐	0	0	☑	☑
Breakfast	☐	0	0	☑	☑
Car Rental	☐	0	0	☑	☑
Dinner	☐	0	0	☑	☑
Hotel Folio	☐	0	0	☑	☑
Incidental	☐	0	0	☑	☑
Rename	☐	0	0	☑	☑

To open the Guideline Policy screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Guideline Policy**.

Use this screen to:

- Assign a Guideline Policy to a New Guideline Level
- Modify a Guideline Policy
- Assigning a Guideline Limit to a New Expense Category

Continue on next page…

Guideline Level List Box

The Guideline Level list box displays all of the existing Guideline Levels. Select a Guideline Level to display the level's Guideline Policy settings. Click the Hotel Folio tab to display the Folio Guideline Policy settings for the selected Guideline Level.

Tabs

Button Name	*Description*
Category	Click the Category tab to display the Guideline Policy settings for the selected Guideline Level.
Hotel Folio	Click the Hotel Folio tab to display the Folio Guideline Policy settings for the selected Guideline Level.

Table Fields

Field Name	*Description*
Unlimited	Click inside the Unlimited field and select, Yes or No, to specify whether the category will have a limited or unlimited guideline threshold. If you select Yes, the Amount field and the Tolerance (%) field will become disabled
Amount	Enter the maximum dollar amount all users within this Guideline Level will be able to claim for this category.
Tolerance %	Enter the percentage by which all users within this Guideline Level may exceed their guideline limit for this category.
User Select	You may control user access to this particular category by choosing one of the following two options: • To grant an employee access to this category, make sure that the ☑ User Select check box is selected. · To prevent an employee from being able to view this category in their expense report, de-select the ☐ User Select check box.
User Change	Should this particular category appear as the default category for a charge card transaction, choose one of the following two guideline options: • Select the ☑ User Change check box if you would like to grant an employee permission to replace this category with a different category. · De-select the ☐ User Change check box if you would like to prevent an employee from being able to replace this category.

Assign a Guideline Policy to a New Guideline Level

Introduction

When a Guideline Levels is created you must assign it a Guideline Policy outlining the expense claim limits for each expense category (e.g. airfare, meals, etc.) and each hotel folio sub-category (room rate, room tax, etc.). For example, a Guideline Level may have a Guideline Policy containing an airline expense threshold of $200.00. Use the Guideline Policy screen to set up and maintain the Guideline Policy for each of your company's Guideline Levels.

To assign a Guideline Policy to a Guideline Level

1. Open the Guideline Policy screen.
2. From the **Guideline Level** list box, select the new Guideline Level.
3. Complete the following fields for each expense category in the Guideline Policy:

Field Name	*Description*
Unlimited	Click inside the Unlimited field and select, Yes or No, to specify whether the category will have a limited or unlimited guideline threshold. If you select Yes, the Amount field and the Tolerance (%) field will become disabled
Amount	Enter the maximum dollar amount all users within this Guideline Level will be able to claim for this category.
Tolerance %	Enter the percentage by which all users within this Guideline Level may exceed their guideline limit for this category.
User Select	You may control user access to this particular category by choosing one of the following two options: • To grant an employee access to this category, make sure that the ☑ User Select check box is selected. • To prevent an employee from being able to view this category in their expense report, de-select the ☐ User Select check box.

Continue on next page…

To assign a Guideline Policy to a Guideline Level, continued

Field Name	*Description*
User Change	Should this particular category appear as the default category for a charge card transaction, choose one of the following two guideline options: • Select the ☑ User Change check box if you would like to grant an employee permission to replace this category with a different category. • De-select the ☐ User Change check box if you would like to prevent an employee from being able to replace this category.

4. To save your changes, click the **Save** button.
5. Click the **Folio Guideline Policy** button.

   Result: The Guideline Policy section will display the guideline settings for the hotel folio sub-categories.
6. Repeat step 3 for each hotel folio sub-category in the Guideline Policy.
7. To save your changes, click the **Save** button.
8. To close the Guideline Policy screen, click the **Close** button.

See Also

- Creating New Guideline Levels
- Assigning a Guideline Limit to a New Expense Category
- Modify a Guideline Policy

Modify a Guideline Policy

Use the Guideline Policy screen to modify Guideline Policies.

To modify a Guideline Policy:

1. Open the Guideline Policy screen.
2. From the Guideline Level list box, select the Guideline Level containing the Guideline Policy you wish to modify.

   Result: The Guideline Policy for the selected Guideline Level will be displayed.
3. Make the necessary changes to the fields displayed in the Guideline Policy section:

Field Name	***Description***
Unlimited	Click inside the Unlimited field and select, Yes or No, to specify whether the category will have a limited or unlimited guideline threshold. If you select Yes, the Amount field and the Tolerance (%) field will become disabled
Amount	Enter the maximum dollar amount all users within this Guideline Level will be able to claim for this category.
Tolerance %	Enter the percentage by which all users within this Guideline Level may exceed their guideline limit for this category.
User Select	You may control user access to this particular category by choosing one of the following two options: • To grant an employee access to this category, make sure that the ☑ User Select check box is selected. • To prevent an employee from being able to view this category in their expense report, de-select the ☐ User Select check box.
User Change	Should this particular category appear as the default category for a charge card transaction, choose one of the following two guideline options: • Select the ☑ User Change check box if you would like to grant an employee permission to replace this category with a different category. • De-select the ☐ User Change check box if you would like to prevent an employee from being able to replace this category.

4. To save your changes, click the **Save** button.
5. To close the Guideline Policy screen, click the **Close** button.

Assigning a Guideline Limit to a New Expense Category

Introduction

Whenever a new expense category is created, the Application Administrator must update the Guideline Policy for each Guideline Level by assigning an guideline limit to the new category.

To assign a guideline limit to a new expense category

1. Open the Guideline Policy screen.
2. From the **Guideline Level** list box, select the first Guideline Level.

   Result: The Guideline Policy for the selected Guideline Level will be displayed.
3. From the Guideline Policy section, complete the following fields for the new expense category:

Field Name	*Description*
Unlimited	Click inside the Unlimited field and select, Yes or No, to specify whether the category will have a limited or unlimited guideline threshold. If you select Yes, the Amount field and the Tolerance (%) field will become disabled
Amount	Enter the maximum dollar amount all users within this Guideline Level will be able to claim for this category.
Tolerance %	Enter the percentage by which all users within this Guideline Level may exceed their guideline limit for this category.
User Select	You may control user access to this particular category by choosing one of the following two options: • To grant an employee access to this category, make sure that the ☑ User Select check box is selected. • To prevent an employee from being able to view this category in their expense report, de-select the ☐ User Select check box.
User Change	Should this particular category appear as the default category for a charge card transaction, choose one of the following two guideline options: • Select the ☑ User Change check box if you would like to grant an employee permission to replace this category with a different category. • De-select the ☐ User Change check box if you would like to prevent an employee from being able to replace this category.

Continue on next page…

To assign a guideline limit to a new expense category, continued

4. Save your changes by clicking the **Save** button.
5. From the **Guideline Level** list box, select the next Guideline Level and repeat step 4.

   Otherwise, if you have updated the Guideline Policy for all of the Guideline Levels, continue with the next step.
6. To close the Guideline Policy screen, click the **Close** button.

See Also

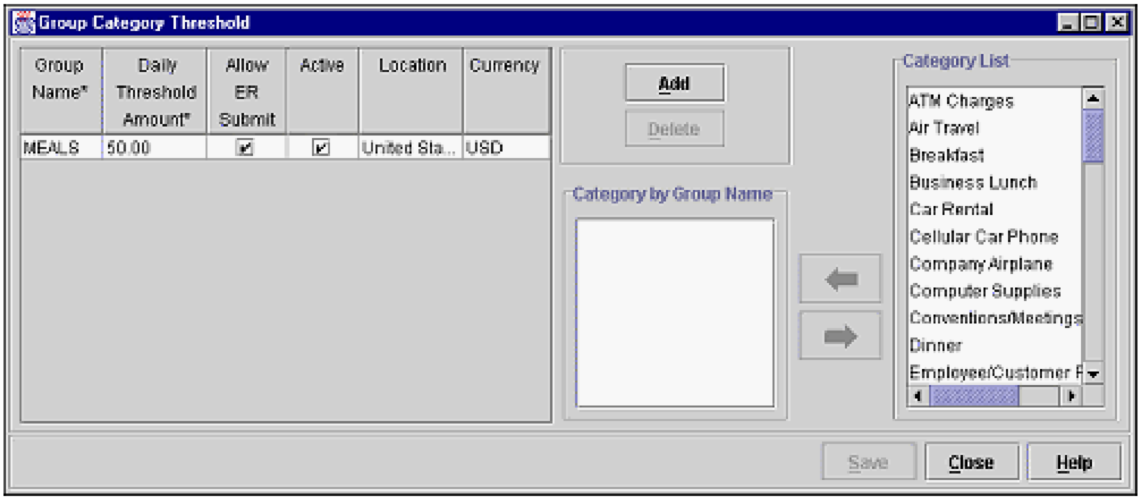
- Create New Expense Categories
- Assign a Guideline Policy to a New Guideline Level
- Modify a Guideline Policy

Group Category Threshold Window

Use the Group Category Threshold window to arrange expense categories into specific groups so that you may assign each group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Note: You must activate the Support Group Category Daily Threshold option on the Application Settings window before the Group Category Threshold window can be available. For more information, see the topic Group Category Daily Threshold.

Example


Group Category Threshold
Add
Delete
Category by Group Name
Category List
ATM Charges
Air Travel
Breakfast
Business Lunch
Car Rental
Cellular Car Phone
Company Airplane
Computer Supplies
Conventions/Meetings
Dinner
Employee/Customer F
Save
Close
Help

Group Name*	Daily Threshold Amount*	Allow ER Submit	Active	Location	Currency
MEALS	50.00	☑	☑	United Sta...	USD

To open the Group Category Threshold window:

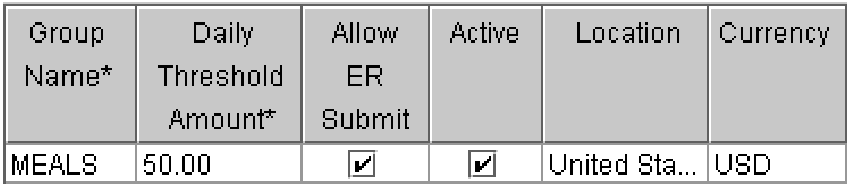
1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Group Category Threshold**.

Use this window to…

- Create a New Group Category Threshold Group
- Modify a Group Category Threshold Group

Continue on next page…

Group Category Threshold Table



Group Name*	Daily Threshold Amount*	Allow ER Submit	Active	Location	Currency
MEALS	50.00	☑	☑	United Sta...	USD

Field	*Description*
Group Name	Enter the name of the Group Category Threshold group.
Daily Threshold Amount	Enter the daily threshold amount you wish to assign to the group.
Allow ER Submit	Select this check box ☑ if you wish to grant Submitters the ability to submit their expense reports despite exceeding their daily threshold. Otherwise, de-select the check box ☐.
Active	To deactivate the Group Category Threshold group, de-select the check box ☐. Otherwise, make sure that the check box is selected ☑.
Location	This field displays the country associated with the Group Category Threshold group. This field cannot be modified.
Currency	This field displays the currency associated with the Group Category Threshold group. This field cannot be modified.

Create a New Group Category Threshold Group

Use the Group Category Threshold window to arrange expense categories into specific groups so that you may assign each group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Note: You must activate the Support Group Category Daily Threshold option on the Application Settings window before the Group Category Threshold window can be available. See the topic Group Category Daily Threshold for more details.

To create a new Group Category Threshold group:

1. Open the Group Category Threshold window.
2. Click the **Add** button.

   Result: A new group is added to the Group Name list. The name of the new group will default to "Group 1".
3. From the Category List, begin selecting the expense categories you wish to add to the new Group Category Threshold group.

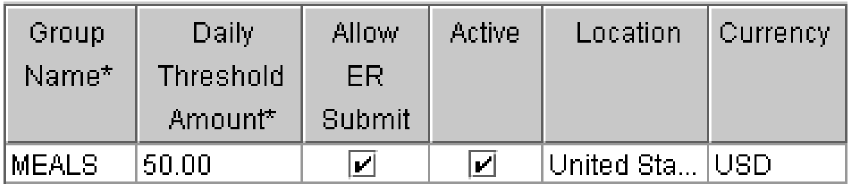
   Note: To select multiple categories at one time, hold down the <Ctrl>key while clicking each category.
4. Click the ⬅ button to add the selected categories to the group.

   Result: The selected categories will appear in the Category by Group Name list box.
5. To remove a category from the group, select the category name in the Category by Group Name list box, and then click the ➡ button.

Continue on next page…

To create a new Group Category Threshold group, continued

6. From the Group Category Threshold table, complete the following fields on the last row:



Group Name*	Daily Threshold Amount*	Allow ER Submit	Active	Location	Currency
MEALS	50.00	☑	☑	United Sta...	USD

Field Name	*Description*
Group Name	Enter the name of the Group Category Threshold group.
Daily Threshold Amount	Enter the daily threshold amount you wish to assign to the group.
Allow ER Submit	Select this check box ☑ if you wish to grant Submitters the ability to submit their expense reports despite exceeding their daily threshold. Otherwise, de-select the check box ☐.
Active	To deactivate the Group Category Threshold group, de-select the check box ☐. Otherwise, make sure that the check box is selected ☑.
Location	This field displays the country associated with the Group Category Threshold group. This field cannot be modified.
Currency	This field displays the currency associated with the Group Category Threshold group. This field cannot be modified.

7. To save new Group Category Threshold group, click the **Save** button.
8. To close the Group Category Threshold window, click the **Close** button.

See Also

- Modify a Group Category Threshold Group

Modify a Group Category Threshold Group

Use the Group Category Threshold window to arrange expense categories into specific groups so that you may assign each group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

Note: For more information, see Group Category Daily Threshold.

To modify a Group Category Threshold group:

1. Open the Group Category Threshold window.
2. From the Group Category Threshold table, click on the group you wish to modify.
3. From the Category List, begin selecting the expense categories you wish to add to the Group Category Threshold group.

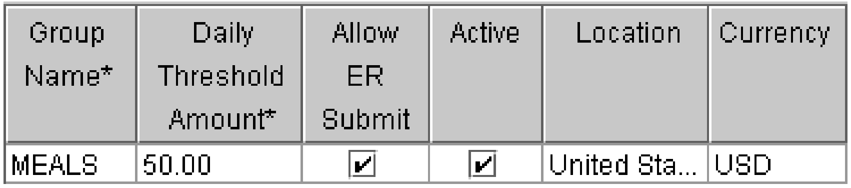
   Note: To select multiple categories at one time, hold down the <Ctrl>key while clicking each category.
4. Click the ⬅ button to add the selected categories to the group.

   Result: The selected categories will appear in the Category by Group Name list box.
5. To remove a category from the group, select the category name in the Category by Group Name list box, and then click the ➡ button.

Continue on next page…

To modify a Group Category Threshold group, continued

6. From the Group Category Threshold table, make the required changes to the following fields on the selected group:



Group Name*	Daily Threshold Amount*	Allow ER Submit	Active	Location	Currency
MEALS	50.00	☑	☑	United Sta...	USD

Field Name	Description
Group Name	Enter the name of the Group Category Threshold group.
Daily Threshold Amount	Enter the daily threshold amount you wish to assign to the group.
Allow ER Submit	Select this check box ☑ if you wish to grant Submitters the ability to submit their expense reports despite exceeding their daily threshold. Otherwise, de-select the check box ☐.
Active	To deactivate the Group Category Threshold group, de-select the check box ☐. Otherwise, make sure that the check box is selected ☑.
Location	This field displays the country associated with the Group Category Threshold group. This field cannot be modified.
Currency	This field displays the currency associated with the Group Category Threshold group. This field cannot be modified.

7. To save your changes, click the **Save** button.
8. To close the Group Category Threshold window, click the **Close** button.

See Also

- Create a New Group Category Threshold Group

Chapter 6
- Maintaining User Settings

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User Profile Window

Use the User Profile window to perform the following tasks:

- Create, modify, and view user personal profiles in the system.
- Create and modify a user's login ID and password.
- Maintain a user's banking information.
- Maintain a user's charge card information.

Tip: When the User Profile window is opened it may appear too large for your monitor (i.e. you cannot see the Save, Close or Help buttons located at the bottom of the window). Therefore, to display the entire window, click the Maximize button ▣ located in the top right-hand corner of the window.

To open the User Profile window:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Users**.

Use the User Profile window for:

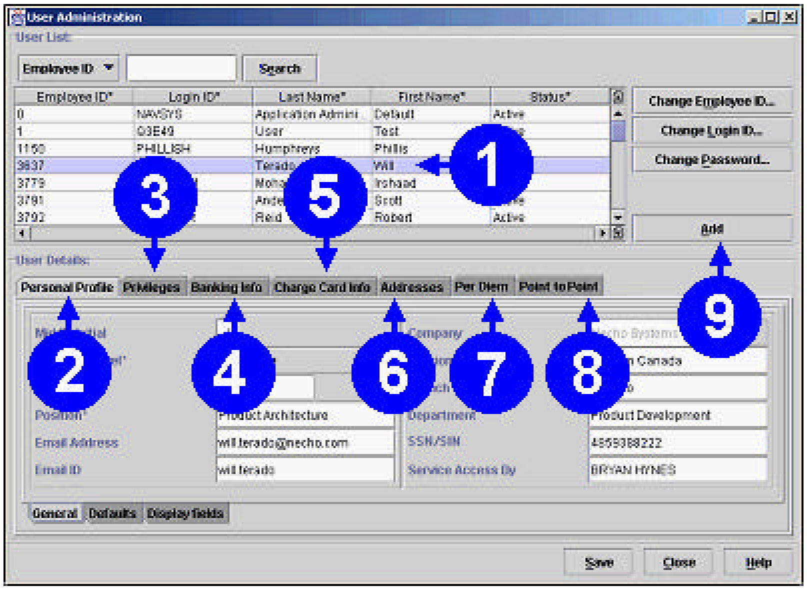
- Creating a New User
- Searching for a Specific User Profile
- Modifying a User's Personal Profile
- Modifying a User's Login ID
- Modifying a User's Password
- Modifying a User's Employee ID
- Maintaining a User's Banking Information
- Maintaining a User's Charge Card Information
- Setting the Auto Save Feature
- Assigning a Proxy Approver to an Approver
- Creating and Assigning a New Approver Type

Continue on next page…

The User Profile window is divided into nine areas:

1. User Display List
2. Personal Profile Tab
3. Privileges Tab
4. Banking Info Tab
5. Charge Card Info Tab
6. Addresses Tab
7. Per Diem Tab
8. Point to Point Tab
9. Function Buttons

Note: The Per Diem tab and the Point to Point tab will only appear if they have been activated in the application settings.


User Administration
User List:
Employee ID
Search
Change Employee ID...
Change Login ID...
Change Password...
Add
User Details:
Personal Profile
Privileges
Banking Info
Charge Card Info
Addresses
Per Diem
Point to Point
General
Defaults
Display fields
Save
Close
Help
1
2
3
4
5
6
7
8
9

Employee ID*	Login ID*	Last Name*	First Name*	Status*
0	NAVSYS	Application Admini	Default	Active
1	Q3E49	User	Test	
1150	PHILLISH	Humphreys	Phillis	
3837		Terado	Will	
3779		Moha	Irshaad	
3791		Ande	Scott	
3792		Reid	Robert	Active

Position* Product Architecture
Email Address will.terado@necho.com
Email ID will.terado
Department Product Development
SSN/SIN 4659388222
Service Access By BRYAN HYNES

See Also

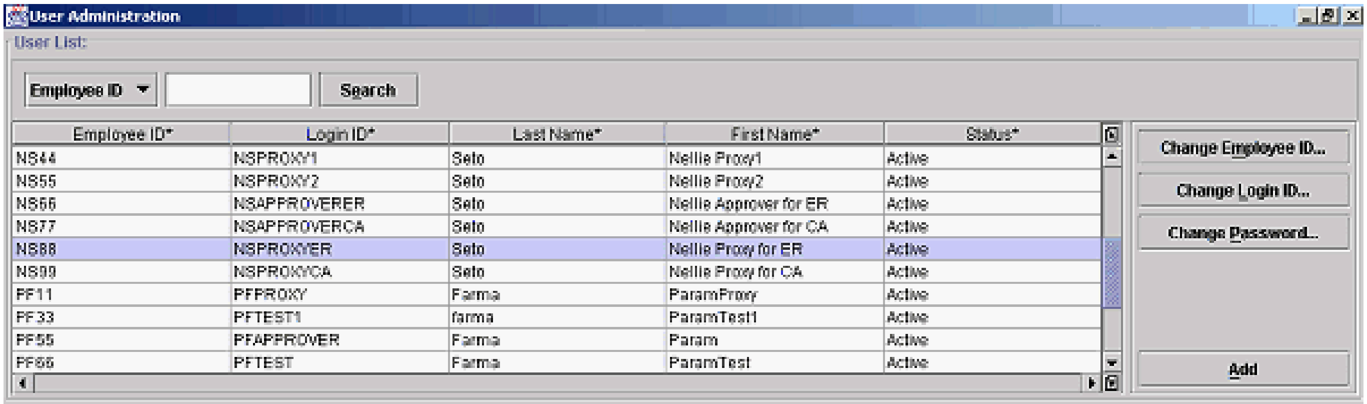
- Alter Company Information Option

User Display List

Use the User Display List to display the names of the users in your system database. Along with the user's name, employee ID, and login ID, the display area will show the status of the user's login account. When a user name is highlighted in this area, the personal profile for that user will be displayed.

You may also search for a specific user in the database by entering all or part of the user's name, employee ID, or login ID in the Search field.

Example



Employee ID*	Login ID*	Last Name*	First Name*	Status*
NS44	NSPROXY1	Seto	Nellie Proxy1	Active
NS55	NSPROXY2	Seto	Nellie Proxy2	Active
NS66	NSAPPROVERER	Seto	Nellie Approver for ER	Active
NS77	NSAPPROVERCA	Seto	Nellie Approver for CA	Active
NS88	NSPROXYER	Seto	Nellie Proxy for ER	Active
NS99	NSPROXYCA	Seto	Nellie Proxy for CA	Active
PF11	PFPROXY	Farma	ParamProxy	Active
PF33	PFTEST1	farma	ParamTest1	Active
PF55	PFAPPROVER	Farma	Param	Active
PF66	PFTEST	Farma	ParamTest	Active

Use the User Display List to...

- Searching for a Specific User Profile

Column Headings

Field	*Description*
Employee ID	The user's company employee ID.
Login ID	The user's login ID. This is the login code the user must use to login to the application.
Last Name/First Name	The user's first and last name.
Status	The status of the user's login account. The status will either indicate ACTIVE or INACTIVE. If the status is set to INACTIVE, the user will not be able to login to the application.

Continue on next page…

Search Fields

Field	*Description*
Employee ID **(Search By field)**	From the Search By drop-down field, choose which form of identification you wish to use to search for the employee: • Employee ID (default) • Login ID • Last Name · First Name
 (Search field)	In the Search field, enter all or part of the user's identification. The type of identification you enter must match the search method chosen in the Search By field (e.g. employee ID, login ID, last name, first name).
	Click the Search button to initiate the search. Result: The name or names of the employees found in your search will be listed in the display area.

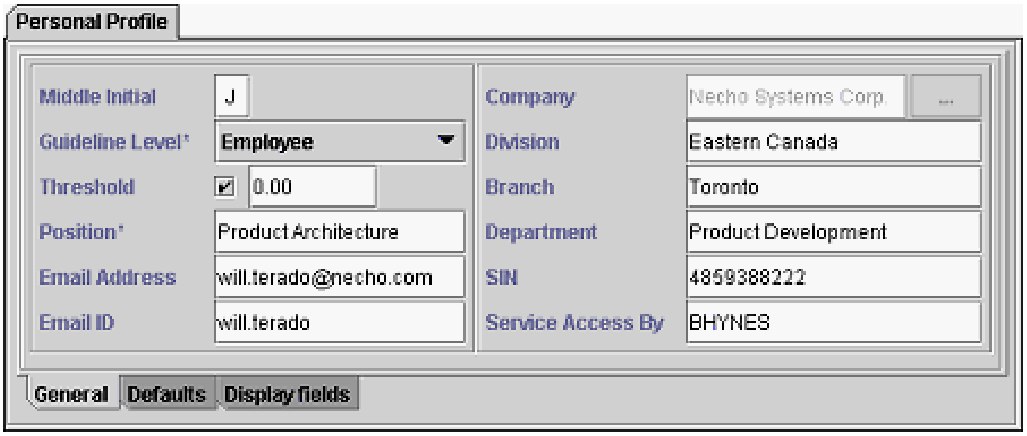
Other Window Buttons

Button	*Description*
	Click the Add button to create a new user profile. Result: The Add User dialog box will appear allowing you to enter the new user's employee ID, login ID, name, and password.

Personal Profile Tab

Use the Personal Profile tab to record the user's employee information and to set up the user's default settings for the Submit/Approve module.

Example



Middle Initial: J
Guideline Level*: Employee
Threshold: ☑ 0.00
Position*: Product Architecture
Email Address: will.terado@necho.com
Email ID: will.terado
Company: Necho Systems Corp.
Division: Eastern Canada
Branch: Toronto
Department: Product Development
SIN: 4859388222
Service Access By: BHYNES

General Tab Fields

Field	*Description*
Middle Initial	Enter the user's middle initial.
Guideline Level	From the Guideline Level drop-down field, choose the user's spending guideline level. **Note:** Guideline levels are created on the Pick List window.
Threshold	Click the check box ☑ to activate the Threshold field. In the Threshold field, enter the user's Submitter Threshold amount. Submitter Threshold represents the total limit the user is authorized to claim on each expense report. **Note:** If a user's submitter threshold amount is set to zero, the user is ineligible to have their expense reports auto-approved.
Position	Enter the user's position within the company.
E-mail Address **E-mail ID**	Enter the user's company e-mail address and e-mail ID.

Continue on next page…

General Tab Fields, continued

Field	Description
Company	The company field will display the company name that was entered in the Company Name field on the Application Settings Window.
Administering Agency	Enter the Administering Agency to which the user is affiliated.
Division	Enter the user's division location.
Branch	Enter the user's branch location.
Department	Enter the user's department location.
SIN / SSN	The user's Social Insurance Number (CND) or Social Security Number (US).
Service Access By	Enter the Login ID of the person who will have Service Access permission to this user's account. Service Access is a feature that allows a user to give another user access to their login account to create and/or modify an expense report on their behalf. If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to change the name of the person granted Service Access to their account. Changes on the client side will be reflected in this field.

Defaults Tab Fields

Field	Description
Stale Reroute To	From the drop-down field, you may choose who will receive this user's Stale files; either the Submitter or the Application Administrator. This field will override the "Route Stale Files First To" field on the Application Settings Window, for this user only. This is an optional field. By leaving the field blank, Stale files will be forwarded to the person selected in the Systems Settings Window.
Language	From the drop-down field, select the user's preferred language of communication.

Continue on next page…

Defaults Tab Fields, continued

Field	Description
Financial Code	This field displays the user's Default Financial Code. To modify this field, click the browse button ... beside the Financial Code field to open the Financial Code Detail window. Use the window to select a different Default Financial Code. A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report. **Note:** If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to change their own Default Financial Code, thus overriding the financial code displayed in this field. Changes on the client side will be reflected in this field.
Approval Chain	From the drop-down list of Corporate Approval Chains, assign the user's Default Approval Chain. A Default Approval Chain is a mandatory Approval Chain added to the top of a user's Approval Hierarchy. The purpose of the Default Approval Chain is to control which Approvers are assigned to authorize a specific user's expense reports and cash advance requests. The user cannot modify or remove the Default Approval Chain from their Approval Hierarchy.
User Class	This field cannot be modified.
Auto Save Information Every	Enter the number of minutes separating each auto-save routine to be run while the user is operating in the Submit/Approve Module. For more information, see the following topics: • Auto Save Feature · Setting the Auto Save Feature

Continue on next page…

Defaults Tab Fields, continued

Field	*Description*
Date Range Activity Summary	Enter the number of days into the past the default date range will cover when searching for a file or files on the user's Activity Summary window. The user may use the date range feature to retrieve specific files on the Activity Summary according to a specific date range. **Note**: If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to enter their own default date range from their Personal Profile. Changes on the client side will be reflected in this field.
Date Range Approver Summary **(Approvers Only)**	Enter the number of days into the past the default date range will cover when searching for a file or files on the user's Approver Summary window. The user may use the date range feature to retrieve specific files on the Approver Summary according to a specific date range. **Note**: If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to enter their own default date range from their Personal Profile. Changes on the client side will be reflected in this field.
Currency	From the drop-down list, select the currency the user uses most often. This currency will be the default when the user creates an expense report.

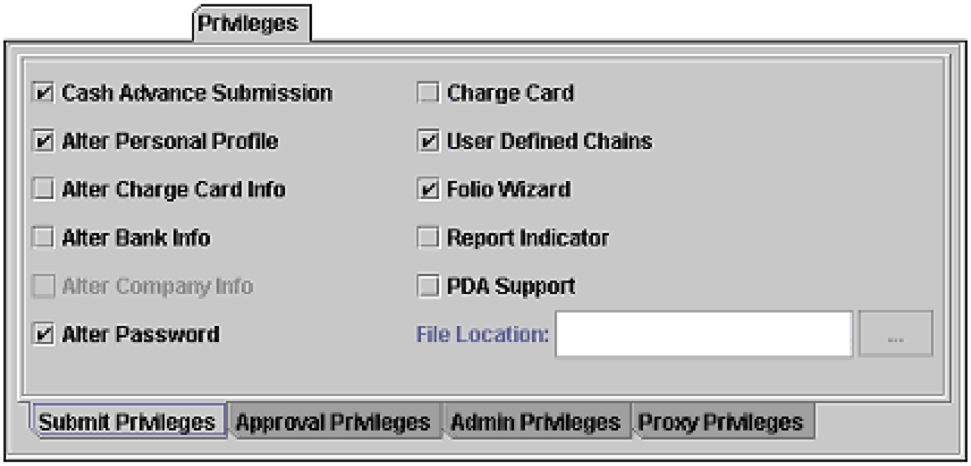
Display Fields

Field	*Description*
Mileage	This field displays the user's total mileage accumulated. This field cannot be modified.
O/S Cash Advances	This field displays the user's Outstanding Cash Advances balance.

Privileges Tab

Use the Privileges tab to modify the user's access privileges to the Expense Report application and to the AdministratER application.

Example


Privileges
...
Submit Privileges
Approval Privileges
Admin Privileges
Proxy Privileges

☑ Cash Advance Submission
☑ Alter Personal Profile
☐ Alter Charge Card Info
☐ Alter Bank Info
☐ Alter Company Info
☑ Alter Password

☐ Charge Card
☑ User Defined Chains
☑ Folio Wizard
☐ Report Indicator
☐ PDA Support
File Location:

Use the Privileges tab to...

- Create and Assign a New Approver Type
- Assigning an Approver Type to an Approver
- Assign a Proxy Approver to an Approver

Continue on next page…

Submit Privileges Sub-Tab

Field	***Description***
☑ **Cash Advance Submission**	Grants the user permission to create cash advance requests.
☑ **Alter Personal Profile**	Grants the user permission to modify the following fields on their Personal Profile: • All fields on the Address & Phone tab. • Default Financial Code field • Use Folio Wizard check box • Service Access By field • Date Range Act. Sum. field • Date Range Apr. Sum. field (Approvers Only) • Auto Save Interval field • Proxy Approver field When unchecked, the user has viewing access only to their Personal Profile.
☑ **Alter Charge Card Info**	Grants the user permission to modify their own charge card Information.
☑ **Alter Bank Info**	Grants the user permission to modify their own bank account Information.
☑ **Alter Company Info**	Grants the user permission to change the name of their company beside their own name on the Attendees window.
☑ **Alter Password**	Grants the user permission to alter his/her own login password.
☑ **Charge Card**	Grants the user permission to create an expense report using an electronic charge card statement.
☑ **User Defined Chains**	Grants the user permission to create Personal Approval Chains.
☑ **Folio Wizard**	Grants the user access to the Hotel Folio Wizard. If the ☑ Alter Personal Profile check box is selected, the user will be able to modify the Folio Wizard option on their Personal Profile, thus overriding the User Folio Wizard check box.
☑ **Report Indicator**	Reserved for future functionality.
☑ **PDA Support**	Enables mobile support set as a user access option.

Continue on next page…

Submit Privileges Sub-Tab, continued

Field	*Description*
File Location	This field displays the location of the user's PDA file. To modify this field, click the browse button … beside the File Location field to open the File Location window. Use this window to locate the user's PDA file. **Note:** The ☑ PDA Support check box must be selected in order to activate the File Location button.

Approval Privileges Sub-Tab

Field	*Description*
☑ **Expense Report Approval**	Grants the user Approver authorization to approve/reject expense reports. **Note:** The Approver may now be added to an Approval Chain.
☑ **Cash Advance Approval**	Grants the user Approver authorization to approve/reject cash advance requests. **Note:** The Approver may now be added to an Approval Chain.
Proxy Approver	This field displays the name of the user's Proxy Approver. To assign the user a Proxy Approver, or to modify the user's existing Proxy Approver, click the … button beside the Proxy Approver field to open the Proxy Approver Selection window. For more information, see the topic *Assigning a Proxy Approver* on page 209. **Note:** This field will be disabled if both the Expense Report Approval check box and the Cash Advance Approval check box are not selected on the Approval Privileges sub-tab.
Approver Type	**Attention**: The Approver Type field may be named the Alter Purpose field when viewed by some companies. The description for Alter Purpose field can be found in the next section. This field displays the name of the user's Approver Type. To assign the user an Approver Type, or to modify the user's existing Approver Type, click the … button beside the Approver Type field to open the Approver Type window. For more information, see the topic *Assigning an Approver Type* on page 196. **Note:** This field will be disabled if both the Expense Report Approval check box and the Cash Advance Approval check box are not selected on the Approval Privileges sub-tab.

Continue on next page…

Approval Privileges Sub-Tab, continued

Field	Description
Alter Purpose	**Attention**: The Approver Type field may be named the Alter Purpose field when viewed by some companies. The description for Approver Type field can be found in the previous section. This field displays the name of the user's Alter Purpose Group. To assign the user an Alter Purpose Group, or to modify the user's existing Alter Purpose Group, click the ... button beside the Alter Purpose field to open the Alter Purpose Window. For more information, see the topic *Assigning an Alter Purpose Group* on page 203. **Note:** This field will be disabled if both the Expense Report Approval check box and the Cash Advance Approval check box are not selected on the Approval Privileges sub-tab.

Admin Privileges Sub-Tab

Field	Description
☑ **Receipt Admin**	Grants the user access to the Receipt Administration module.
☑ **Audit**	Grants the user access to the Audit module.
☑ **AdministratER**	Grants the user access to the AdministratER application. **Note:** This option should be reserved for the Application Administrator only.
Administrator Group	Click inside the Administrator Group field and assign an Admin Group to the employee’s user profile. **Note:** The Administrator Group field is only active when the ☑ AdministratER check box is selected. **Note:** The Admin Group field can only be accessed when AdministratER has been logged on using NAVSYS.
☑ **Email Admin**	Grants the user access to the NavMail Logon window.

Proxy Privileges Sub-Tab

Field	Description
☑ **Shared Service**	Grants the user to access to the Shared Service Module.

Continue on next page…

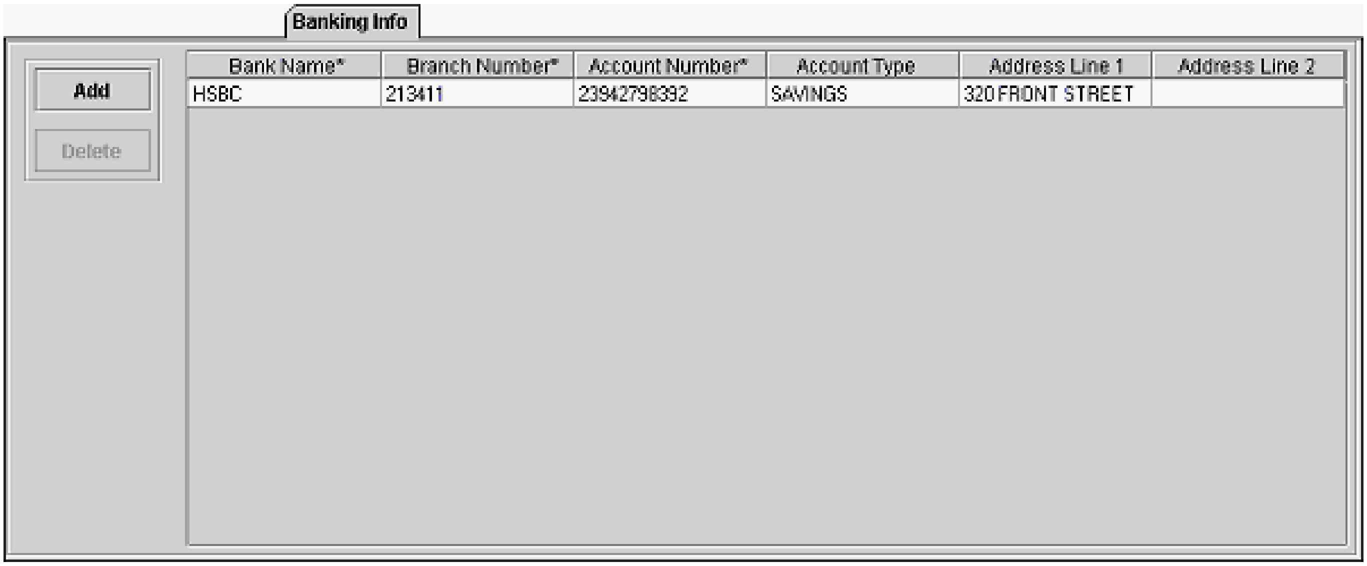
Proxy Privileges Sub-Tab, continued

Field	Description
☑ **SS Normal Approve**	The function of this check box depends upon how your company approval process has been set up on the Application Settings Window. **Note:** The Approval Chains Selected By field, on the System Settings window, has three approval process options: • By Submitter • By Financial Code • No Approval For more information see the topic *Setting Up the Approval Process*. 1) If your company approval process has been set to "By Submitter", then… • If you select the Normal Approval ☑ check box, Submitters will be able to choose which Approval Chains their expense reports will follow. • If you do not select the Normal Approval check box, all expense reports will be auto-approved, regardless of whether the Submitter has exceeded their submitter threshold. 2) If your company approval process has been set to "By Financial Code", then… • If you select the Normal Approval ☑ check box, expense reports will be assigned to Approval Chains depending on the financial code the Submitter has chosen. • If you do not select the Normal Approval check box, all expense reports will be auto-approved, regardless of whether the Submitter has exceeded their threshold. 3) If your company approval process has been set to "No Approval", then… · Regardless of whether the Normal Approval ☑ check box is selected or not, all expense reports will be approved automatically.

Banking Info Tab

Use the Banking Info tab to maintain a user's banking information. AdministratER stores the information in order to pass it to a payment system during the payment process (if the Payment Download interface is being used).

Example



Bank Name*	Branch Number*	Account Number*	Account Type	Address Line 1	Address Line 2
HSBC	213411	23942798392	SAVINGS	320 FRONT STREET	

Use the Banking Info tab to...

- Maintain Banking Information

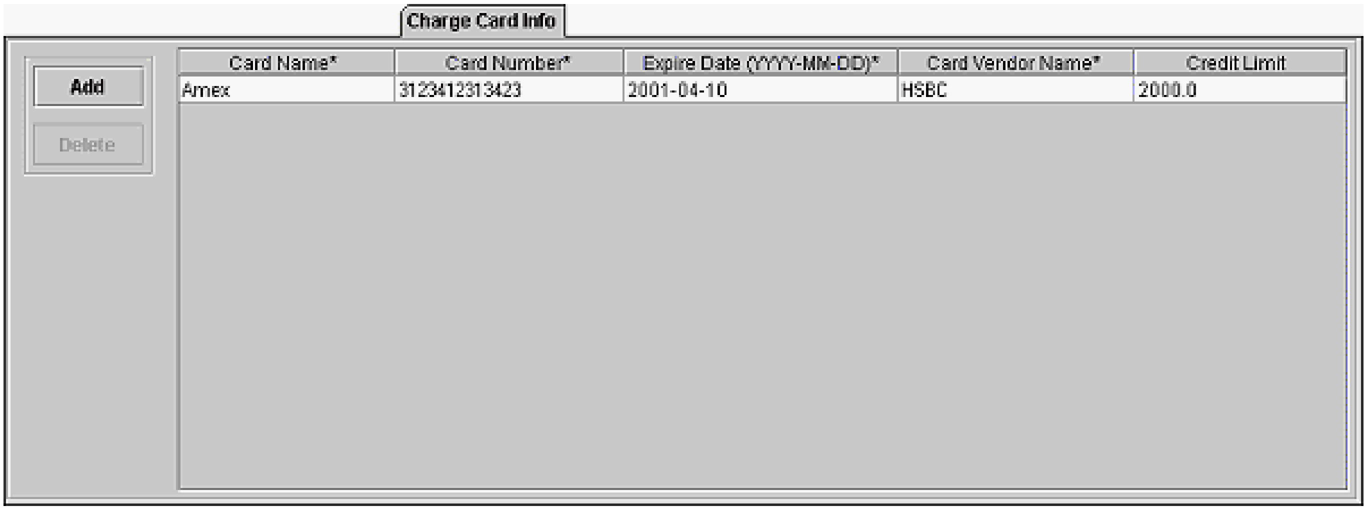
User Access to the Banking Information

While all users have viewing access to their own Banking Information in the Submit/Approve Module, some users may be granted permission by the Application Administrator to alter their own Banking Information. To grant a user permission to alter their own Banking Information the ☑ Alter Bank Info check box must be selected on the Privileges tab.

Charge Card Info Tab

Use the Charge Card tab to maintain detailed information about the charge cards held by an individual employee. AdministratER uses this information to import transactions from a single charge card vendor (if using the Charge Card Upload interface).

Example



Card Name*	Card Number*	Expire Date (YYYY-MM-DD)*	Card Vendor Name*	Credit Limit
Amex	3123412313423	2001-04-10	HSBC	2000.0

Use the Charge Card Info tab to...

- Maintain Charge Card Information

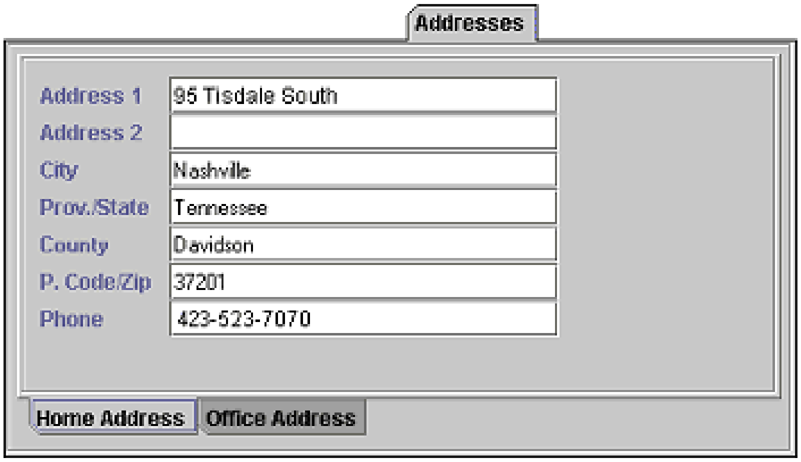
User Access to the Charge Card Information

While all users have viewing access to their own charge card information in the Submit/Approve Module, some users may be granted permission by the Application Administrator to alter their own charge card information. To grant a user permission to alter their own Charge Card Information, the ☑ Alter Charge Card Info check box must be selected on the Privileges tab.

Addresses Tab

Use the Addresses Tab to record the user's home and work information.

Example


Addresses
Home Address
Office Address

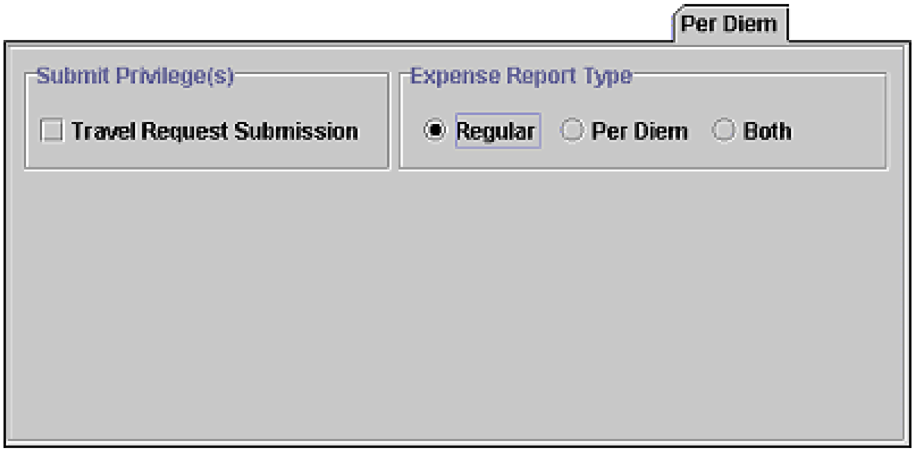
Address 1	95 Tisdale South
Address 2	
City	Nashville
Prov./State	Tennessee
County	Davidson
P. Code/Zip	37201
Phone	423-523-7070

Per Diem Tab

Use the Per Diem Tab to set up the user's access to the per diem functionality.

Attention: The Per Diem Tab will only appear on the User Profile window if the Enable Per Diem Functionality field is set to "Yes" on the Application Settings window.

Example



Per Diem

Submit Privilege(s)

☐ Travel Request Submission

Expense Report Type

● Regular ○ Per Diem ○ Both

Per Diem Tab Fields

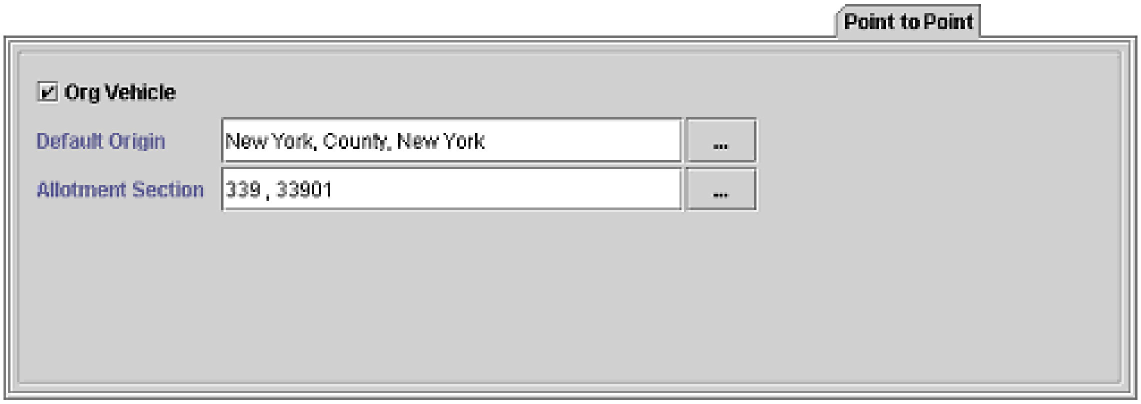
Field	*Description*
☑ **Travel Request Submission**	Grants the user permission to submit travel requests. **Attention**: This feature may not appear for all users.
Expense Report Type	Select one of the following Expense Report Type settings: ● **Regular** - Restricts the user to creating regular expense reports only. ● **Per Diem** - Restricts the user to creating per diem expense reports only. ● **Both** - Grants the user permission for creating both regular expense reports and per diem expense reports.

Point to Point Tab

Use the Point to Point Tab to set up the user's PTP settings.

Attention: The Point to Point Tab will only appear on the User Profile window if the Support PTP Functionality field is set to "Yes" on the Application Settings window.

Example



☑ Org Vehicle

Default Origin: New York, County, New York

Allotment Section: 339 , 33901

Point to Point Tab Fields

Field	*Description*
☑ **Org Vehicle**	**Introduction** Mileage expenses can only be claimed by employees who use their own vehicles on business trips. If a mileage expense is claimed by an employee using a company vehicle, the user's expense report will be flagged. **Functionality** If the employee uses a company vehicle for business trips, select the Org Vehicle check box ☑. **Result**: If the user attempts to claim a mileage expense, their expense report will be flagged. If the employee uses his/her own vehicle for business trips, do not select the Org Vehicle check box ☑. **Result**: The user's expense report will not be flagged if they attempt to claim a mileage expense.

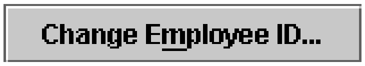
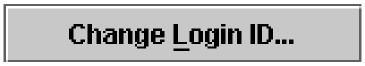
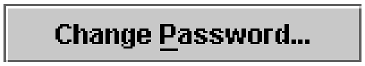
Continue on next page…

Point to Point Tab Fields, continued

Field	*Description*
Default Origin	**Purpose** This field displays the location representing the user's default point of origin. This location will appear in the (Destination) From field each time the Submitter creates a new trip record on the Point to Point window (Submit/Approve Module). **Functionality** To modify this field, click the ... button beside the Default Origin field to open the PTP Location window. Use the PTP Location window to select the user's default point of origin.
Allotment Section	This field displays the user's default allotment code. To modify this field, click the ... button beside the Allotment Section field to open the PTP Allotment window. Use this PTP Allotment window to select the user's default allotment code.

Function Buttons on the User Profile Window

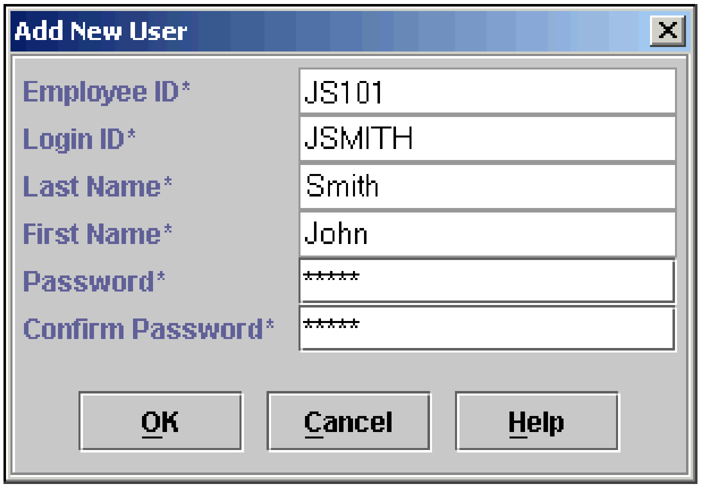
Use the following buttons on the User Profile window to set up and maintain the user’s employee ID, login ID, and password.

Field	***Description***
	Opens the Change Employee ID dialog box where you may change the user's employee ID. **Note:** For more information, see the topic *Modify a User's Employee ID* on page 180.
	Opens the Change Login ID dialog box where you may change the user's login ID. **Note:** For more information, see the topic *Modify a User's Login ID* on page 178.
	Opens the Change Password dialog box where you may change the user's login password. **Note:** For more information, see the topic *Modify a User's Password* on page 179.

Add New User Window

Use the Add New User window to enter a new user's employee ID, login ID, name, and login password.

Example



Employee ID* JS101
Login ID* JSMITH
Last Name* Smith
First Name* John
Password* *****
Confirm Password* *****

To open the Add New User window:

1. Open the User Profile window.
2. Click on the **Add** button.

   Result: The Add New User window will appear with all the fields empty.

Use this window to:

- Create a New User

Add New Users

Use the User Profile window to add new users to the system database.

To add a new user

1. Open the User Profile window.
2. Click the **Add** button.

   Result: The Add New User window will appear.
3. In the **Employee ID** field, enter the new user's employee ID.
4. In the **Login ID** field, enter the new user's login ID.
5. In the **Last Name** and **First Name** fields, enter the new user's name.
6. In the **Password** field, enter the new user's login password.
7. In the **Confirm Password** field, enter the login password again.
8. Click **OK** to create the new user account.

   Warning: Once the user account has been saved it cannot be deleted.

   Result: The Add New User window will close and a new employee record will appear on the display list.
9. Complete the fields found in the following tabs:

   Personal Profile
   Privileges
   Banking Info
   Charge Card Info
   Addresses
   Per Diem
   Point to Point

   - Personal Profile Tab
   - Privileges Tab
   - Banking Info Tab
   - Charge Card Info Tab
   - Addresses Tab
   - Per Diem Tab
   - Point to Point Tab
10. To save your changes, click the **Save** button.
11. To close the User Profile window, click the **Close** button.

Searching for a Specific User Profile

Use the User Profile window to search for a specific user profile.

Searching for a specific user profile:

1. Open the User Profile window.
2. Click on the **Search By** field (displaying Employee ID) and choose which form of identification you wish to use to search for the user. Your search options are:
    - Employee ID
    - Login ID
    - Last Name
    - First Name
3. In accordance with the form of identification you chose in the Search By field, enter all or part of the user's identification in the empty field beside the Search button.
4. Click the **Search** button.

    Result: All of the user's found in the search range will appear in the display list.
5. Click once on the user whose personal profile you wish to view or modify.

    Note: You may need to use the scroll-bar beside the display list to help locate the user.

Modifying a User's Personal Profile

Use the User Profile window to modify a user’s Personal Profile.

Modifying a user’s Personal Profile:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user whose personal profile you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Make the required modifications to the information found on the following tabs:
   - Personal Profile Tab
   - Privileges Tab
   - Banking Info Tab
   - Charge Card Info Tab
   - Addresses Tab
   - Per Diem Tab
   - Point to Point Tab
5. To save your changes, click the **Save** button.
6. To close the User Profile window, click the **Close** button.

Modifying a User's Login ID

The Application Administrator is responsible for maintaining the login ID of every user in the company.

Note: If you are using an SQL Server database, contact your Systems Administrator to change your login ID.

Requirements

A user's login ID can be modified as long as:

- The user is not an Approver who is part of an approver chain.
- The user is not an Approver with expense reports or cash advance requests awaiting his/her approval.
- The user is not a Submitter who has expense reports or cash advance request pending authorization.
- The user is not a Proxy Approver.

To change a login ID:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user whose login ID you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Change Login ID** button.

   Result: The Change Login ID window will appear.
5. In the **Login ID** field, enter the user's new login ID.
6. Click the **OK** button to close the Change Login ID window.
7. To save your changes, click the **Save** button (located at the bottom-right corner of the User Profile window).
8. To close the User Profile window, click the **Close** button.

Modifying a User's Login Password

In the event that a user forgets their own login password, the Application Administrator is responsible for creating a new password for the user.

Note: If you are using an SQL Server database, contact your Systems Administrator to change your user’s password.

Before You Start

There are a few things to remember before you set a password:

- Users can change their own passwords if the ☑ Alter Password check box is selected on the Privileges tab.
- Passwords are not case-sensitive.
- You can specify a password that you have used previously. However, you cannot specify the same password that you used the last time you changed the password. For example, if your last password was "superuser" you cannot use "superuser" twice in a row. Although you can use it the next time that you change your password.
- If you forget your own password, contact your Technical Support department.

To modify a user’s login password

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user whose login password you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Change Password** button.

   Result: The Change Password window will appear.
5. In the **Password** field, enter the new password.

   Note: For security purposes, each character is displayed as an asterisk on the screen.
6. In the **Confirm Password** field, enter the new password again.
7. Click the **OK** button to close the Change Password window.
8. To save your changes, click the **Save** button (located at the bottom-right corner of the User Administration window).
9. To close the User Profile window, click the **Close** button.

Modifying an Employee ID

Use the User Profile window to modify a user's employee ID.

Requirements

A user's employee ID can be modified as long as:

- The user is not an Approver who is part of an approver chain.
- The user is not an Approver with expense reports or cash advance requests awaiting his/her approval.
- The user is not a Submitter who has expense reports or cash advance request pending authorization.
- The user is not a Proxy Approver.

To change a user's employee ID:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click once on the user whose employee ID you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Change Employee ID** button.

   Result: The Change Employee ID window will appear.
5. In the **Employee ID** field, enter the user's new employee ID.
6. Click the **OK** button to close the Change Employee ID window.
7. To save your changes, click the **Save** button (located at the bottom-right corner of the User Profile window).
8. To close the User Profile window, click the **Close** button.

Maintain Banking Information

Use the Banking Info tab, on the User Profile window, to maintain a user's banking information (when applicable). AdministratER stores the information in order to pass it to a payment system during the payment process (if the Payment Download interface is being used).

To view a user's banking information

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.
3. Click once on the user whose personal profile you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click on the **Banking Info tab**.

Add a new bank account

1. From the Banking Info tab, click the **Add** button.

   Result: A new bank line is added to the display area.
2. In the **Bank Name** column, enter the name of the bank.
3. In the **Branch Number** column, enter the bank's branch number.
4. In the **Account Number** column, enter the employee's account number at the bank.
5. In the **Account Type** column, enter the type of account (e.g. SAVINGS).

   Note: This field is optional.
6. In the Address Line 1 and Address Line 2 fields, enter the address of the bank.

   Note: This field is optional.
7. Click the **Save** button to save your changes.
8. To close the User Profile window, click the **Close** button.

Delete a bank account

1. From the Banking Info tab, click on the bank account you wish to delete.
2. Click the **Delete** button.

   Result: The bank is removed from the Bank List.
3. Click the **Save** button to save your changes.
4. To close the User Profile window, click the **Close** button.

Maintain Charge Card Information

Use the Charge Card Info tab, on the User Profile window, to enter detailed information about the charge cards held by an individual employee (when applicable). AdministratER uses this information to import transactions from a single charge card vendor (if using the Charge Card Upload interface).

Note: If the Application Administrator has not selected the ☑ **No Employee Edit** check box on the Charge Card Vendors window, individual users will have access to the Charge Card Information window in the Submit/Approve module. Having access to the Charge Card Information window will allow users to maintain their own charge card information.

To view a user's charge card information:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click once on the user whose personal profile you wish to modify.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click on the **Charge Card Info tab**.

Add a New Charge Card

1. From the Charge Card Info tab, click the **Add** button.

   Result: A new charge card line is added to the display area.
2. In the **Card Name** column, enter the name of the charge card.
3. In the **Card Number** column, enter the charge card number.
4. Click inside the **Card Vendor Name** column and select the charge card vendor from the drop-down list.
5. In the **Expire Date** column, enter the charge card's expiry date (MM/YYYY).
6. In the **Credit Limit** column, enter the charge card's credit limit.
7. To save the new charge card, click the **Save** button.
8. To close the User Profile window, click the **Close** button.

Continue on next page…

Delete a Credit Card

1. From the Charge Card Info tab, select the charge card you wish to delete.
2. Click the **Delete** button.

   Result: The charge card is removed from the Charge Card Information window.
3. Click the **Save** button to save your changes.
4. To close the User Profile window, click the **Close** button.

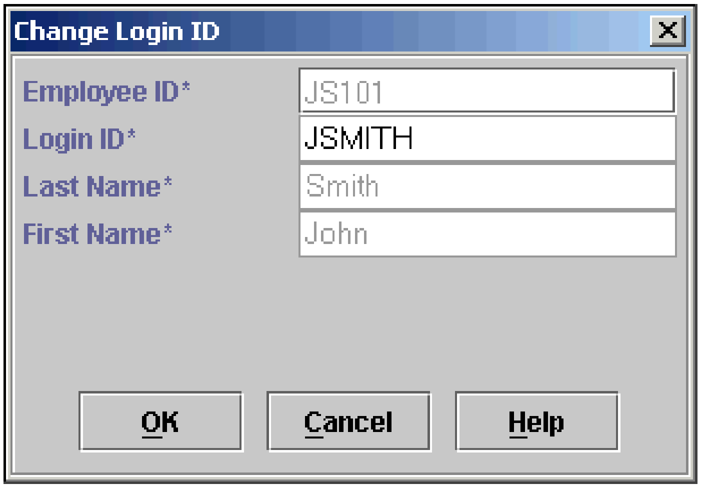
See Also

- Create a New User
- Searching for a Specific User Profile
- Modify a User's Personal Profile
- Modifying a User's Login ID
- Modify a User's Password
- Modify a User's Employee ID
- Maintain a User's Banking Information

Change Login ID Window

Use the Change Login ID window to modify a user's login ID.

Example



Employee ID* JS101
Login ID* JSMITH
Last Name* Smith
First Name* John

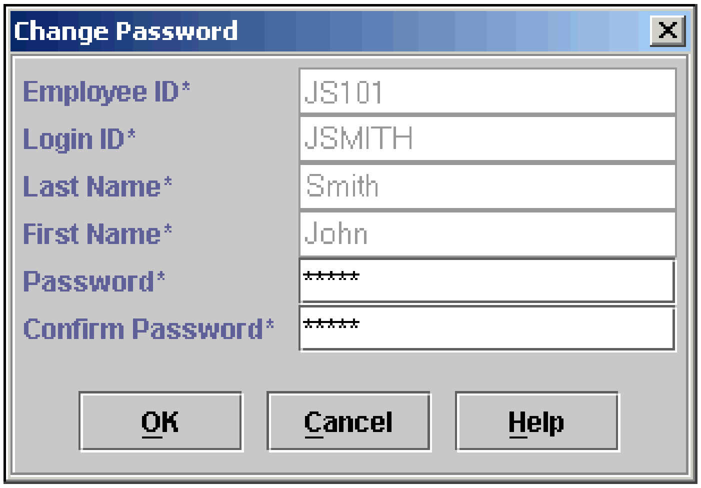
Use this window to:

- Modify a User's Login ID

Change Password Window

Use the Change Password window to modify a user's login password.

Example



Change Password

Employee ID*	JS101
Login ID*	JSMITH
Last Name*	Smith
First Name*	John
Password*	*****
Confirm Password*	*****

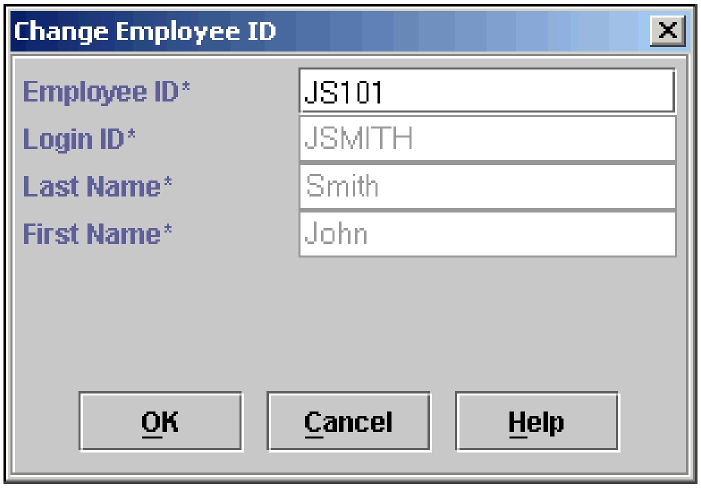
Use this window to:

- Modify a User's Login Password

Change Employee ID Window

Use the Change Employee ID window to modify a user's employee ID.

Example



Employee ID* JS101
Login ID* JSMITH
Last Name* Smith
First Name* John

Use this window to:

- Modify a User's Employee ID

Auto Save Feature

An Auto Save feature has been added to the Submit/Approve Module to help prevent unsaved data from being lost should an unexpected error occur. This feature will assist users in recovering an unsaved expense report or cash advance request in event of a power or system failure. Should an unexpected error occur, forcing the application to close or halt, the next time the application opens the Recovery Report window will appear listing all of the auto-saved expense reports and cash advance requests. From this window, the user will be able to recover or delete each auto-saved file.

From the Personal Profile window, each user will be able to record how often the Auto Save event will occur on their computer. The Application Administrator may also modify the Auto Save event time interval on a user’s computer from the User Administration window.

See Also

- Setting the Auto Save Feature

User Administration Window

- The new Auto Save Information field has been added to the Personal Profile tab.
- Initial default value is 2 minutes.
- The field will allow for values from 0 to 120 (minutes) to be entered manually.
- If a 0 (ZERO) value is entered, the auto save functionality will be disabled. No information will be auto saved at anytime. If an unexpected error should occur, any unsaved reports will be unrecoverable.
- The field will not accept negative values.
- The field will not accept non-numerical characters.
- Changes to this field will be reflected on the Personal Profile window in the Submit/Approve module.

Personal Profile Window (Submit/Approve Module)

- The new Auto Save Information field has been added to the Defaults tab.
- If a user does not have Alter Personal Profile privileges, they will not be able to modify the Auto Save Information field. For more information, see the topic *Privileges Tab* on page 162.
- Changes to this field will be reflected on the User Administration window in AdministratER.

Continue on next page…

Expense Report Window/Cash Advance Request Window

- When a report is created, the system will read the Auto Save time interval set in the Personal Profile window. If the interval is set to 0, the auto save feature is disabled.
- Once an auto save occurs, if an unexpected error causes the application to terminate, only the changes prior to the auto save will be recoverable; changes made after the auto save will not.
- If a new expense report or cash advance has been created, and an unexpected failure occurs before the first Auto Save interval. As a result, the file will not be Auto Saved and will not be recoverable. Therefore, it is recommended that the Auto Save feature be set to 1 or 2 minute intervals.
- If an unexpected failure occurs, upon logging in the next time, the auto saved files are displayed in the Recovery Report window. From this window, the user can choose to "Recover" or "Delete" a record.
- If "Recover" is chosen, the file is saved and will be displayed in the Activity Summary window with an "Unsubmitted" status.
- If "Delete" is chosen, the file is deleted from the system permanently.

Setting the Auto Save Feature

An Auto Save feature has been added to the Submit/Approve Module to prevent unsaved data from being lost when an unexpected error occurs. This feature will allow the program to recover an unsaved expense reports or cash advance requests.

Setting the Auto Save option:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user whose auto save option you wish to set.

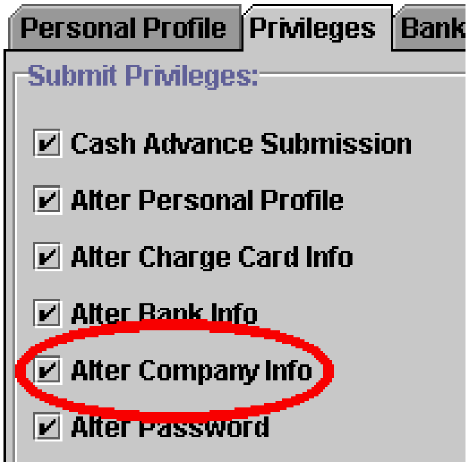
   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. From the Personal Profile tab, click inside the **Auto Save Information Every** field.
5. Enter the number of minutes separating each auto-save routine to be run while the user is operating in the Submit/Approve Module.

   Note: The initial default time is 2 minutes.
6. To save your changes, click the **Save** button.
7. To close the User Administration window, click the **Close** button.

Alter Company Information Option

The new ☑ Alter Company Info check box has been added to the User Profile window in AdministratER. If the check box is not selected, the user will not be able to modify their company name on the Attendees window (Submit/Approve Module).

User Profile Window



Submit Privileges:

☑ Cash Advance Submission

☑ Alter Personal Profile

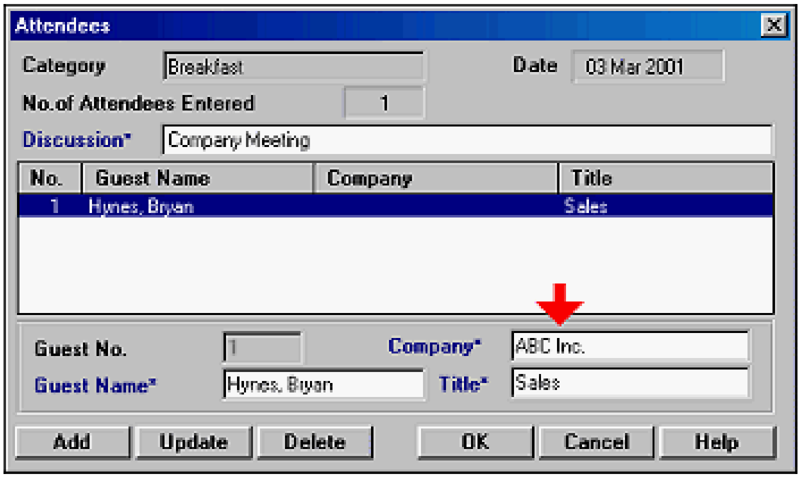
☑ Alter Charge Card Info

☑ Alter Bank Info

☑ Alter Company Info

☑ Alter Password

Attendee Window (Example)



Category: Breakfast
Date: 03 Mar 2001
No.of Attendees Entered: 1
Discussion*: Company Meeting

No.	Guest Name	Company	Title
1	Hynes, Bryan		Sales

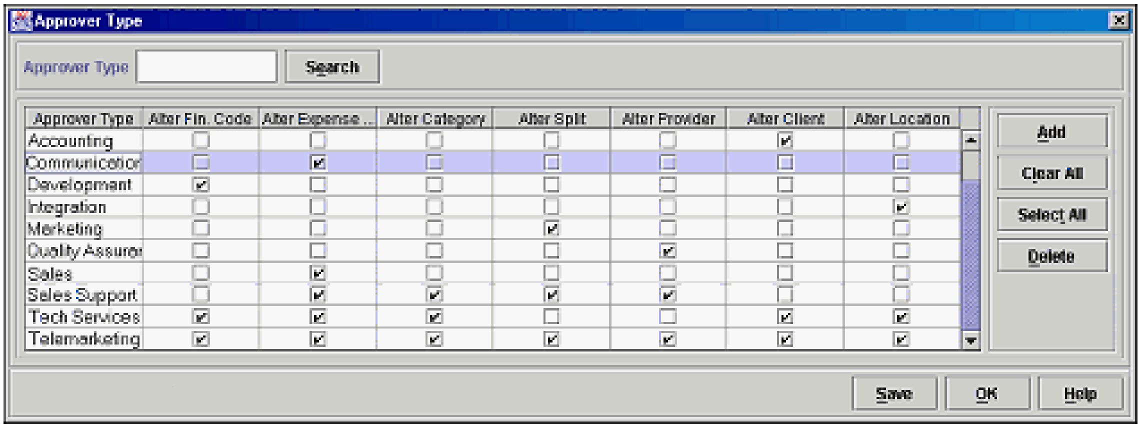
Guest No.: 1
Company*: ABC Inc.
Guest Name*: Hynes, Bryan
Title*: Sales

Approver Type Window

Use the Approver Type window to create and assign an Approver Type to an Approver's personal profile.

Attention: Some companies refer to the Approver Type window as the Alter Purpose window. If your company uses the Alter Purpose window, then you should view the topic *Alter Purpose Window* on page 198.

Example



Approver Type	Alter Fin. Code	Alter Expense ...	Alter Category	Alter Split	Alter Provider	Alter Client	Alter Location
Accounting	☐	☐	☐	☐	☐	☑	☐
Communicatior	☐	☑	☐	☐	☐	☐	☐
Development	☑	☐	☐	☐	☐	☐	☐
Integration	☐	☐	☐	☐	☐	☐	☑
Marketing	☐	☐	☐	☑	☐	☐	☐
Quality Assurar	☐	☐	☐	☐	☑	☐	☐
Sales	☐	☑	☐	☐	☐	☐	☐
Sales Support	☐	☑	☑	☑	☑	☐	☐
Tech Services	☑	☑	☑	☐	☐	☑	☑
Telemarketing	☑	☑	☑	☑	☑	☑	☑

To open the Approver Type window:

1. Open the User Profile window.
2. Click the **Privileges** tab.
3. Click the **Approval Privileges** sub-tab.
4. Click the ⋯ button beside the Approver Type field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Approver Type window will appear.

Use this window to:

- Create and Assign a New Approver Type
- Assigning an Approver Type to an Approver

Approver Type

An Approver Type is a group of additional approver privileges that can be bestowed upon one or more Approvers. The additional approver privileges grant an Approver permission to modify specific areas of an expense report he/she have been assigned to approve. For example, if a Approver is assigned to an Approver Type that includes the Alter Location privilege, that Approver will be able to modify the Location field on an expense report they are approving. For more information, see the topic Approver Type.

Continue on next page…

Column Headings

Column	***Description***
Approver Type	This column lists the names of all of the Approver Types. To modify the name of one of the Approver Types, simply click on the name and enter the new name.
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two or more financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

Search Fields

Field	***Description***
Approver Type	To list all of the Approver Types in the database, leave this field blank and click the Search button. **- or -** To locate a specific Approver Type, enter all or part of the Approver Type name in this field and click the Search button.
	Click the Search button to initiate the search. **Result**: The Approver Types found in the search will be listed in the display area.

Continue on next page…

Window Buttons

Column	*Description*
Add	Click the Add button to create a new Approver Type. **Result**: A new line is added to the list of Approver Types.
Clear All	Click the Clear All button to clear all of the check boxes ☑ under the selected Approver Type.
Select All	Click the Select All button to select all of the check boxes ☑ under the selected Approver Type.
Delete	Click the Delete button to remove the Approver Type from the database.
Save	Click the Save button to save your changes to the Approver Type window.
OK	Click the OK button to select the highlighted Approver Type as the user's Approver Type.
Help	Click the Help button to display a help topic that describes the features found on the Approver Type window.

Create and Assign a New Approver Type

Use the Approver Type window to create and assign new Approver Types.

Attention: Some companies refer to the Approver Type window as the Alter Purpose window. If your company uses the Alter Purpose window, then you should view the topic *Create and Assign a New Alter Purpose Group* on page 201.

Note: You can only assign an Approver Type to a user who has Approver privileges (i.e. the ☑ Expense Report Approval check box or the ☑ Cash Advance Approval check box, on the Privileges tab, must be selected).

To create a new Approver Type:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign the new Approver Type.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Privileges** tab.
5. Click the **Approval Privileges** sub-tab.
6. Click the ... button beside the Approver Type field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Approver Type window will appear.
7. Click the **Add** button.

   Result: A new line is added to the display list.
8. In the **Approver Type** column, enter the name of the new Approver Type.

Continue on next page…

To create a new Approver Type, continued

9. Choose which approver privileges you wish to assign the new Approver Type by completing the following check boxes:

   Note: To select all of the check boxes, click the **Select All** button. To clear all the check boxes, click the **Clear All** button.

Check Box	*Description*
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two separate financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

10. Click the **Save** button to save the new Approver Type.
11. If you wish to assign the new Approver Type to the host user, make sure that the new Approver Type is highlighted on the display list.
12. Click the **OK** button.

    Result: The Approver Type window will close. The new Approver Type will appear in the Approver Type field on the user's Privileges tab.
13. To save your changes to the user's personal profile, click the **Save** button.
14. To close the User Profile window, click the **Close** button.

See Also

- Approver Type Window
- Assigning an Approver Type to an Approver

Assigning an Approver Type to an Approver

Use the Approver Type window to assign an Approver Type to a specific Approver.

Attention: Some companies refer to the Approver Type window as the Alter Purpose window. If your company uses the Alter Purpose window, then you should view the topic *Assigning an Alter Purpose Group to an Approver* on page 203.

Note: You can only assign an Approver Type to a user who has Approver privileges (i.e. the ☑ Expense Report Approval check box and/or the ☑ Cash Advance Approval check box, on the Privileges tab, must be selected).

To assign an Approver Type:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign the Approver Type.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Privileges** tab.
5. Click the **Approval Privileges** sub-tab.
6. Click the ... button beside the Approver Type field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Approver Type window will appear. When you first open the window, the display area will list the Approver Type or Types that were displayed the last time the window was opened.
7. To display a list of all of the Approver Types in the database, make sure that the Approver Type field is empty and click the Search button.

   - or -

   To search for a specific Approver Type, enter all or part of the Approver Type name in the Approver Type field, and then click the Search button.

   Result: The Approver Types that meet the search criteria will appear in the display area.
8. Click on the Approver Type you wish to assign to the host user.

   Note: You may need to use the scroll-bar beside the display list to help locate the correct Approver Type.

Continue on next page…

To create a new Approver Type, continued

9. If you need to modify the approver privileges assign to the chosen Approver Type, refer to the following table to understand the functionality of each check box:

   Note: To select all of the check boxes, click the **Select All** button. To clear all the check boxes, click the **Clear All** button.

Check Box	*Description*
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two separate financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

10. Click on the **Save** button to save any changes.
11. Click the **OK** button to close the Approver Type window..

    Result: The name of the Approver Type selected will appear in the Approver Type field on the host user's Privileges tab.

12. To save your changes to the user's personal profile, click the **Save** button.
13. To close the User Profile window, click the **Close** button.

See Also

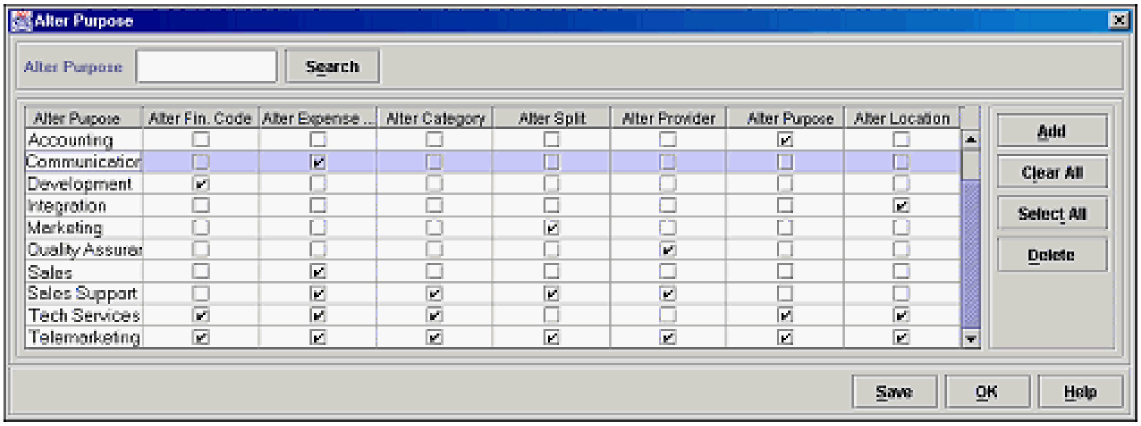
- Approver Type Window
- Create and Assign a New Approver Type

Alter Purpose Window

Use the Alter Purpose window to create and assign an Alter Purpose Group to an Approver's personal profile.

Attention: Some companies refer to the Alter Purpose window as the Approver Type window. If your company uses the Approver Type window, then you should view the topic *Approver Type window* on page 191.

Example



Alter Purpose	Alter Fin. Code	Alter Expense ...	Alter Category	Alter Split	Alter Provider	Alter Purpose	Alter Location
Accounting	☐	☐	☐	☐	☐	☑	☐
Communicatior	☐	☑	☐	☐	☐	☐	☐
Development	☑	☐	☐	☐	☐	☐	☐
Integration	☐	☐	☐	☐	☐	☐	☑
Marketing	☐	☐	☐	☑	☐	☐	☐
Quality Assurar	☐	☐	☐	☐	☑	☐	☐
Sales	☐	☑	☐	☐	☐	☐	☐
Sales Support	☐	☑	☑	☑	☑	☐	☐
Tech Services	☑	☑	☑	☐	☐	☑	☑
Telemarketing	☑	☑	☑	☑	☑	☑	☑

To open the Alter Purpose window:

1. Open the User Profile window.
2. Click the **Privileges** tab.
3. Click the **Approval Privileges** sub-tab.
4. Click the ... button beside the Alter Purpose field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Alter Purpose window will appear.

Use this window to:

- Create and Assign a New Alter Purpose Group
- Assigning an Alter Purpose Group to an Approver

Continue on next page…

Alter Purpose Group

An Alter Purpose Group is a group of additional approver privileges that can be bestowed upon one or more Approvers. The additional approver privileges grant an Approver permission to modify specific areas of an expense report he/she have been assigned to approve. For example, if a Approver is assigned to an Alter Purpose Group that includes the Alter Location privilege, that Approver will be able to modify the Location field on an expense report they are approving.

For more information, see the topic Alter Purpose Group.

Column Headings

Column	*Description*
Approver Purpose	This column lists the names of all of the Alter Purpose Groups. To modify the name of one of the Alter Purpose Groups, simply click on the name and enter the new name.
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two or more financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

Search Fields

Field	*Description*
Alter Purpose	To list all of the Alter Purpose Groups in the database, leave this field blank and click the Search button. **- or -** To locate a specific Alter Purpose Group, enter all or part of the Alter Purpose Group name in this field and click the Search button.

Continue on next page…

Search Fields, continued

Field	***Description***
Search	Click the Search button to initiate the search. **Result**: The Alter Purpose Groups found in the search will be listed in the display area.

Window Buttons

Column	***Description***
Add	Click the Add button to create a new Alter Purpose Group. **Result**: A new line is added to the list of Alter Purpose Groups.
Clear All	Click the Clear All button to clear all of the check boxes ☑ under the selected Alter Purpose Group.
Select All	Click the Select All button to select all of the check boxes ☑ under the selected Alter Purpose Group.
Delete	Click the Delete button to remove the Alter Purpose Group from the database.
Save	Click the Save button to save your changes to the Alter Purpose window.
OK	Click the OK button to select the highlighted Alter Purpose Group as the user's Alter Purpose Group.
Help	Click the Help button to display a help topic that describes the features found on the Alter Purpose window.

Create and Assign a New Alter Purpose Group

Use the Alter Purpose window to create and assign new Alter Purpose Group.

Attention: Some companies refer to the Alter Purpose window as the Approver Type window. If your company uses the Approver Type window, then you should view the topic *Create and Assign a New Approver Type* on page 194.

Note: You can only assign an Alter Purpose Group to a user who has Approver privileges (i.e. the ☑ Expense Report Approval check box or the ☑ Cash Advance Approval check box, on the Privileges tab, must be selected).

To create a new Alter Purpose Group:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign the new Alter Purpose Group.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Privileges** tab.
5. Click the **Approval Privileges** sub-tab.
6. Click the … button beside the Alter Purpose field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Alter Purpose window will appear.
7. Click the **Add** button.

   Result: A new line is added to the display list.
8. In the **Alter Purpose** column, enter the name of the new Alter Purpose Group.

Continue on next page…

To create a new Alter Purpose Group, continued

9. Choose which approver privileges you wish to assign the new Alter Purpose Group by completing the following check boxes:

   Note: To select all of the check boxes, click the **Select All** button. To clear all the check boxes, click the **Clear All** button.

Check Box	*Description*
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two separate financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

10. To save the new Alter Purpose Group, click the **Save** button.
11. If you wish to assign the new Alter Purpose Group to the host user, make sure that the new Alter Purpose Group is highlighted on the display list.
12. Click the **OK** button.

    Result: The Alter Purpose window will close. The new Alter Purpose Group will appear in the Alter Purpose field on the user's Privileges tab.
13. Click the **Save** button to save your changes to the user's personal profile.
14. Click the **Close** button to close the User Administration window.

See Also

- Alter Purpose window
- Assigning an Alter Purpose Group to an Approver

Assigning an Alter Purpose Group to an Approver

Use the Alter Purpose window to assign an Alter Purpose Group to a specific Approver.

Attention: Some companies refer to the Alter Purpose window as the Approver Type window. If your company uses the Approver Type window, then you should view the topic *Assigning an Approver Type to an Approver* on page 196.

Note: You can only assign an Alter Purpose Group to a user who have Approver privileges (i.e. the ☑ Expense Report Approval check box and/or the ☑ Cash Advance Approval check box, on the Privileges tab, must selected).

To assign an Alter Purpose Group:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign the Alter Purpose Group.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click the **Privileges** tab.
5. Click the **Approval Privileges** sub-tab.
6. Click the ... button beside the Alter Purpose field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Alter Purpose window will appear. When you first open the window, the display area will list the Alter Purpose Group or Groups that were displayed the last time the window was opened.
7. To display a list of all of the Alter Purpose Groups in the database, make sure that the Alter Purpose field is empty and click the Search button.

   - or -

   To search for a specific Alter Purpose Group, enter all or part of the Alter Purpose Group name in the Alter Purpose field, and then click the Search button.

   Result: The Alter Purpose Groups that meet the search criteria will appear in the display area.
8. Click on the Alter Purpose Group you wish to assign to the host user.

   Note: You may need to use the scroll-bar beside the display list to help locate the correct Alter Purpose Group.

Continue on next page…

To assign an Alter Purpose Group, continued

9. If you need to modify the approver privileges assign to the chosen Alter Purpose Group, refer to the following table to understand the functionality of each check box:

   Note: To select all of the check boxes, click the **Select All** button. To clear all the check boxes, click the **Clear All** button.

Check Box	*Description*
☑ **Alter Fin. Code**	Selecting this check box will grant the Approver permission to modify the financial code assigned to an expense transaction.
☑ **Alter Expense Type**	Selecting this check box will grant the Approver permission to modify the expense type assigned to an expense transaction.
☑ **Alter Category**	Selecting this check box will grant the Approver permission to modify the expense category assigned to an expense transaction.
☑ **Alter Split**	Selecting this check box will grant the Approver permission to split or unsplit an expense transaction between two separate financial codes.
☑ **Alter Provider**	Selecting this check box will grant the Approver permission to modify the expense provider assigned to an expense transaction.
☑ **Alter Client**	Selecting this check box will grant the Approver permission to alter the client code assigned to an expense item on an expense report.
☑ **Alter Location**	Selecting this check box will grant the Approver permission to modify the location assigned to an expense transaction.

10. To save any changes, click the **Save** button.
11. To close the Alter Purpose window, click the **OK** button.

    Result: The name of the Alter Purpose Group selected will appear in the Alter Purpose field on the host user's Privileges tab.

12. To save your changes to the user's personal profile, click the **Save** button.
13. To close the User Profile window, click the **Close** button .

See Also

- Alter Purpose window
- Create and Assign a New Alter Purpose Group

Financial Code Detail Window

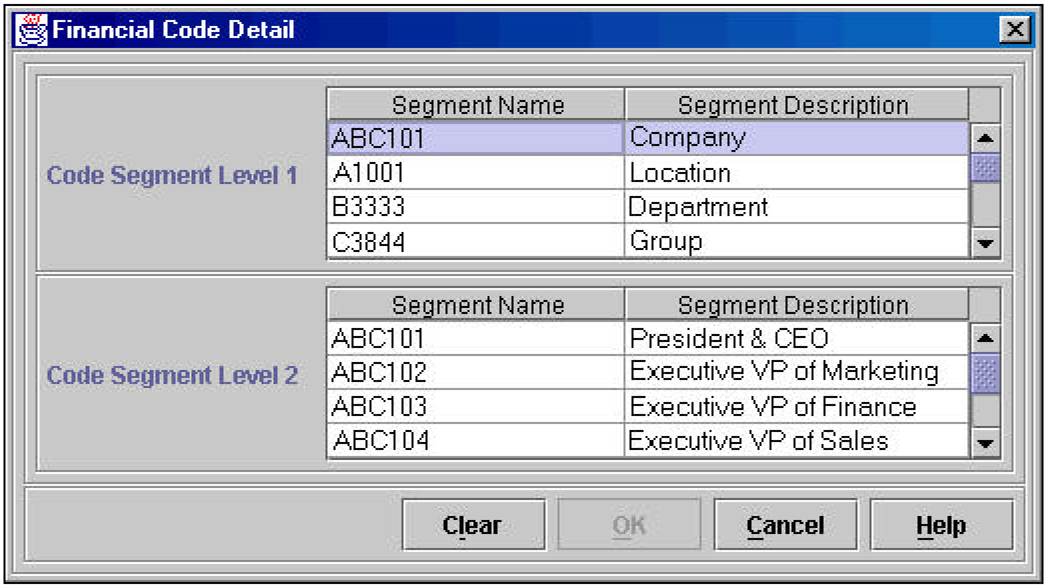
Use the Financial Code Detail window to assign a Default Financial Code to a user's personal profile.

Note: The Financial Code Detail window is a customized feature that may not be available to all companies.

Default Financial Code

A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report.

Example



Code Segment Level 1

Segment Name	Segment Description
ABC101	Company
A1001	Location
B3333	Department
C3844	Group

Code Segment Level 2

Segment Name	Segment Description
ABC101	President & CEO
ABC102	Executive VP of Marketing
ABC103	Executive VP of Finance
ABC104	Executive VP of Sales

To open the Financial Code Detail window:

1. Open the User Profile window.
2. Display a user's personal profile.
3. On the Personal Profile tab, select the Default Settings sub-tab.

   Note: The Financial Code field (on the Default Settings sub-tab) displays the user's Default Financial Code.

4. Click the browse button … beside the Financial Code field.

   Result: The Financial Code Detail window will appear.

Use this window to:

- Assign a Default Financial Code

Assigning a Default Financial Code

Use the Financial Code Detail window to assign a Default Financial Code to a user's personal profile.

Default Financial Code

A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report.

To assign a Default Financial Code:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign the Default Financial Code.

   Note: You may need to use the scroll-bar beside the display list to help locate the user.
4. Click on the **Personal Profile tab**.
5. Click the ... button beside the Financial Code field.

   Result: The Financial Code Detail window will appear.

   Next: Use the Financial Code Detail window to select the code segments that make up the user's Default Financial Code. Each code segment must be chosen separately, beginning with code segment level 1.
6. From the **Code Segment Level 1** table, choose the first code segment in the Default Financial Code.

   Result: The first code segment has been chosen. The Code Segment Level 2 table will list all of the available code segments for the second level.
7. From the **Code Segment Level 2** table, choose the second code segment.

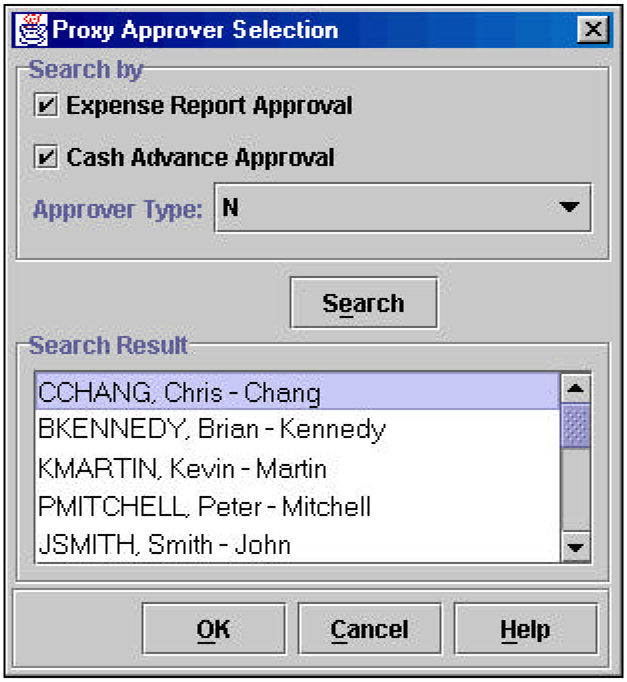
   Result: The second code segment has been chosen.
8. If your company has chosen to use financial codes that are more then two segments in length, choose the remaining code segments in the user's Default Financial Code.
9. Once all of the code segments have been chosen, click the **OK** button.

   Result: The Financial Code Detail window will close. The Default Financial Code you chose will appear in the Financial Code field in the user's personal profile.
10. To the user's personal profile, click the **Save** button.
11. To close the User Administration window, click the **Close** button.

Proxy Approver Selection Window

Use the Proxy Approver Selection window to search and select an Approver suitable for becoming an Approver's Proxy Approver.

Example



☑ Expense Report Approval

☑ Cash Advance Approval

Approver Type: N

CCHANG, Chris - Chang
BKENNEDY, Brian - Kennedy
KMARTIN, Kevin - Martin
PMITCHELL, Peter - Mitchell
JSMITH, Smith - John

Opening the Proxy Approver Selection window

1. Open the User Profile window.
2. Click on the **Privileges** tab.
3. Click on the **Approval Privileges** sub-tab.
4. Click the ... button beside the Proxy Approver field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Proxy Approver Selection window will appear.

Proxy Approver

If an Approver is incapable of performing his/her approval duties (on business or personal trips, etc.), a Proxy Approver can be assigned to perform those approval obligations. Duties include approving/rejecting expense reports and/or cash advance requests. The Proxy Approver will also receive email on behalf of the host Approver.

Note: For more information, see the topic Proxy Approver.

Continue on next page...

Use this window to:

- Assign a Proxy Approver to an Approver (page 210)

Related Information

- When choosing a Proxy Approver, the Approver chosen as the Proxy Approver cannot have his/her own Proxy Approver. If the Application Administrator attempts to assign a Proxy Approver to a user who is already a Proxy Approver, an error message will appear. If a Proxy Approver attempts to assign themselves a Proxy Approver, an error message will appear.
- An Approver must be assigned a Proxy Approver who has the same or more approver privileges. When searching for a Proxy Approver, if the program cannot find an Approver with the same or more privileges, a message will appear.
- Once a user becomes a Proxy Approver, their approver privileges cannot be altered. An error message will appear if the Application Administrator attempts to alter the approver privileges of a Proxy Approver.

Window Fields

Field	***Description***
☑ Expense Report Approval	When this check box is selected ☑, only Approvers with expense report approval privilege will appear in your search criteria. When this check box is NOT selected ☐, only Approvers who do NOT have expense report approval privilege will appear in your search criteria.
☑ Cash Advance Approval	When this check box is selected ☑, only Approvers with cash advance approval privilege will appear in your search criteria. When this check box is NOT selected ☐, only Approvers who do NOT have cash advance approval privilege will appear in your search criteria.
Approver Type	**Attention**: The Approver Type field may be named the Alter Purpose field when viewed by some companies. The description for Alter Purpose field can be found in the next section. If you wish to search for an Approver according to their Approver Type, click on the Approver Type field and select an Approver Type from the drop-down list. Your search criteria will only include Approvers who have been assigned the Approver Type you have selected in this field. Keep this field blank if you do not wish to search for an Approver according to their Approver Type. **Note:** Approver Types are created on the Approver Type window. For more information, see the topic *Approver Type*.

Continue on next page…

Window Fields, continued

Field	***Description***
Alter Purpose	**Attention**: The Alter Purpose field may be named the Approver Type field when viewed by some companies. The description for Approver Type field can be found in the previous section. If you wish to search for an Approver according to their Alter Purpose Group, click on the Alter Purpose field and select an Alter Purpose Group from the drop-down list. Your search criteria will only include Approvers who have been assigned the Alter Purpose Group you have selected in this field. Keep this field blank if you do not wish to search for an Approver according to their Alter Purpose Group. **Note:** Alter Purpose Groups are created on the Alter Purpose window. For more information, see the topic *Alter Purpose Group*.
	Click the Search button to execute your search. The Search Result area will display a list of Approvers that match the search criteria you have chosen.
Search Result	This display area will list the Approvers that match your search criteria. **Note:** When you first open Proxy Approver Selection window, the Search Result list will display the Approver list from the last time the window was opened.

Assign a Proxy Approver to an Approver

Use the Proxy Approver Selection window to search and select an Approver suitable for becoming an Approver's Proxy Approver.

To assign a Proxy Approver to an Approver:

1. Open the User Profile window.
2. To display a list of all the users currently on record in system database, simply click the **Search** button.

   - or -

   To search for a specific user, see the topic *Searching for a Specific User Profile* on page 176 for more information.

   Result: A list of users will appear in the display area.
3. Click on the user who you wish to assign a Proxy Approver.

   Note: You may need to use the scroll-bar beside the display list to help locate the host user.
4. Click on the **Privileges** tab.
5. Click on the **Approval Privileges** sub-tab.
6. Click the ... button beside the Proxy Approver field.

   Note: This button will be disabled if both the ☑ Expense Report Approval check box and the ☑ Cash Advance Approval check box are NOT selected on the Approval Privileges sub-tab.

   Result: The Proxy Approver Selection window will appear. The Search Result area will display a list of potential Proxy Approvers according to the search criteria used when the window was last opened.

Continue on next page…

To assign a Proxy Approver to an Approver, continued

7. Scroll through the current list of Approvers in the **Search Result** area and click on the Proxy Approver you wish to assign to the host user.

   - or -

   Modify the Search By fields and generate a new list of Proxy Approvers. Refer to the following table to understand the functionality of each field:

Search By Fields	***Description***
☑ **Expense Report Approval**	When this check box is selected ☑, only Approvers with expense report approval privilege will appear in your search criteria. When this check box is NOT selected ☐, only Approvers who do NOT have expense report approval privilege will appear in your search criteria.
☑ **Cash Advance Approval**	When this check box is selected ☑, only Approvers with cash advance approval privilege will appear in your search criteria. When this check box is NOT selected ☐, only Approvers who do NOT have cash advance approval privilege will appear in your search criteria.
Approver Type	**Attention**: The Approver Type field may be named the Alter Purpose field when viewed by some companies. The description for Alter Purpose field can be found in the next section. If you wish to search for an Approver according to their Approver Type, click on the Approver Type field and select an Approver Type from the drop-down list. Your search criteria will only include Approvers who have been assigned the Approver Type you have selected in this field. Keep this field blank if you do not wish to search for an Approver according to their Approver Type. **Note:** Approver Types are created on the Approver Type window. For more information, see the topic *Approver Type*.

Continue on next page…

To assign a Proxy Approver to an Approver, continued

Search By Fields	***Description***
Alter Purpose	**Attention**: The Alter Purpose field may be named the Approver Type field when viewed by some companies. The description for Approver Type field can be found in the previous section. If you wish to search for an Approver according to their Alter Purpose Group, click on the Alter Purpose field and select an Alter Purpose Group from the drop-down list. Your search criteria will only include Approvers who have been assigned the Alter Purpose Group you have selected in this field. Keep this field blank if you do not wish to search for an Approver according to their Alter Purpose Group. **Note:** Alter Purpose Groups are created on the Alter Purpose window. For more information, see the topic *Alter Purpose Group*.
	Click the Search button to execute your search. The Search Result area will display a list of Approvers that match the search criteria you have chosen.

8. Once you have located the appropriate Proxy Approver, select their name from the Search Result list.
9. Click the **OK** button.

   Result: The Proxy Approver Selection window will close. The name of the Proxy Approver selected will appear in the Proxy Approver field on the host user's Privileges tab.

10. To save your changes to the user's personal profile, click the **Save** button.
11. To close the User Administration window, click the **Close** button.

Related Information

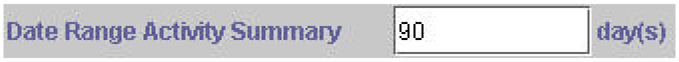
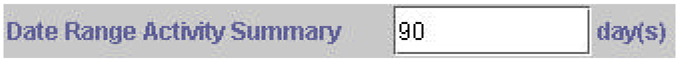
- When choosing a Proxy Approver, the Approver chosen as the Proxy Approver cannot have his/her own Proxy Approver. If the Application Administrator attempts to assign a Proxy Approver to a user who is already a Proxy Approver, an error message will appear. If a Proxy Approver attempts to assign themselves a Proxy Approver, an error message will appear.
- An Approver must be assigned a Proxy Approver who has the same or more approver privileges. When searching for a Proxy Approver, if the program cannot find an Approver with the same or more privileges, a message will appear.
- Once a user becomes a Proxy Approver, their approver privileges cannot be altered. An error message will appear if the Application Administrator attempts to alter the approver privileges of a Proxy Approver.

Default Date Range Feature

The Activity Summary window and the Approver Summary window, on the Submit/Approve Module, have both been improved to allow the user the ability to search for a file according to a specific date range. Both date ranges have a default setting that appears each time the windows are opened. The Default Date Range for each window can be set up from either the User Administration window (AdministratER), or from the Personal Profile window (Submit/Approve Module).

User Administration Window

Two new fields have been added to the User Administration window:

Field	***Description***
Date Range Activity Summary	Enter the number of days into the past the default date range will cover when searching for a file or files on the user's Activity Summary window. The user may use the date range feature to retrieve specific files on the Activity Summary according to a specific date range.  Date Range Activity Summary 90 day(s) **Note:** If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to enter their own default date range from their Personal Profile. Changes on the client side will be reflected in this field.
Date Range Approver Summary **(Approvers Only)**	Enter the number of days into the past the default date range will cover when searching for a file or files on the user's Approver Summary window. The user may use the date range feature to retrieve specific files on the Approver Summary according to a specific date range.  Date Range Activity Summary 90 day(s) **Note:** If the ☑ Alter Personal Profile check box is selected, on the Privileges tab, the user will be able to enter their own default date range from their Personal Profile. Changes on the client side will be reflected in this field.

See Also

- Personal Profile Tab on the User Administration Window

Chapter 7
- Maintaining the Approval Structure

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Understanding the Approval Hierarchy

What is the Approval Hierarchy?

When the Submitter creates an expense report or cash advance request they must submit the file for approval before they can receive payment. Submitted files proceed through an Approval Hierarchy consisting of one or more Approval Chains. Each Approval Chain consists of one or more Approvers who are responsible for either approving or rejecting the submitted file.

Approve or Reject

In order for a file to achieve an "Approved" status, it must be approved by all the Approvers in the Approval Hierarchy. If one Approver rejects the file, the file will be immediately sent back to the Submitter with a status of "Rejected".

Approval Hierarchy Window

Each time a user submits a file for approval, the Approval Hierarchy window will appear to display which Approval Chain or Chains are currently assigned to the user's Approval Hierarchy. The user can either accept the Approval Hierarchy the way it is, or they can modify it by adding or removing Approval Chains. When the user is satisfied with their Approval Hierarchy, they can submit their file for approval.

Approval Chains

There are two types of Approval Chains that can be assigned to an Approval Hierarchy:

1. Corporate Approval Chains, which are created by the Application Administrator.
2. Personal Approval Chains, which are created by the Submitter.

It is the decision of the company to choose whether to use Corporate Approval Chains, Personal Approval Chains, or both in its approval process. See Understanding the Approval Process for more information. A Submitter must be granted authority by the Application Administrator to create Personal Approval Chains.

Default Approval Chain

If a user has been assigned a Default Approval Chain, this mandatory Approval Chain will appear at the top of their Approval Hierarchy. A user cannot modify or remove a Default Approval Chain from their Approval Hierarchy. Only the Application Administrator can alter a user's Default Approval Chain.

Auto Approval

If an expense report is eligible for auto approval, the report will skip the Approval Hierarchy entirely and will return to the Submitter with an "Approved" status. The Approval Hierarchy window will not appear if the file is Auto Approved.

Note: Cash advance requests cannot be auto approved.

Continue on next page…

Approval Process

Once an Approver approves a submitted file, the file will continue on to the next Approver in the Approver Hierarchy. If the last Approver in the Approver Hierarchy approves the file, the file will return to the Submitter with a status of "Approved". When an Approver rejects a submitted file, the file will skip the remaining Approvers in the hierarchy and will be immediately routed back to the Submitter with a status of "Rejected". If a file is rejected the Submitter has the option to correct the file and resubmit it for approval.

Duplicate Approvers

If a user’s Approval Hierarchy includes the same Approver in more than one Approval Chains, the program will optimize the approval process by having the file sent to the Approver only once.

Skipping Approvers

An expense report may skip an Approver if the report's reimbursement amount is less than the Approver's Approver Threshold. A cash advance request may skip an Approver if the request amount is less than the Approver's threshold.

Stale Files

If an Approver fails to approve or reject an assigned file within a specific time period, that file will be given a "Stale" status. Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver

  - or -

- Skip the Approver Who Allowed the File to Become Stale

Note: The Application Administrator decides who receives stale files and how long it takes for a file to become stale.

See Also

- Understanding the Approval Process

Understanding Approval Chains

It is important that all users understand how Approval Chains operate.

- By definition, an Approval Chain is a group of Approvers assigned to authorize a specific expense report or cash advance request.
- When an expense report or cash advance request is submitted for approval, it must be assigned to one or more Approval Chains. How the Approval Chain is assigned to the file depends upon the approval process the company has adopted. For example, your company may have chosen an approval process that allows Submitters to choose which Approval Chain they wish to assign to their file.
- One by one, each Approver in an Approval Chain must examine the assigned file according to the threshold amount of each Approver in the chain. If one Approver rejects the file, the file will not continue on to the remaining Approvers in the chain. Instead, the file will be returned to the Submitter with a status of Rejected. If the Submitter resubmits the file, it will start at the beginning of the Approval Chain again.
- A file may skip an Approver if the Approver has an approver threshold greater than the file's reimbursement amount. At least one Approver in every Approval Chain must have an approval threshold equal to $0.00. This ensures that at least one Approver will examine the file.
- If an Approver allows a file to become Stale, the file will be forwarded to either the Submitter or the Application Administrator, depending on how the Submitter's Personal Profile is set up. Both the Submitter and the Application Administrator have the authority to either skip the Approver or reroute the file to another Approver. Keep in mind that the last Approver on an Approval Chain cannot be skipped.
- If the last Approver in the Approval Chain approves the file, the file will return to the Submitter with a status of Approved.
- If a submitted file does not contain any company travel policy violations or does not contain expense claims that exceed the Submitter's submitter threshold, the file will skip the assigned Approval Chain and will immediately become Auto Approved. Although, if the Submitter's threshold is set to zero in their Personal Profile by the Application Administrator, the Submitter will not be able to have files auto approved.
- If a file is assigned multiple Approval Chains that contain the same Approver, the program will optimize the approval process by having the file examined by the Approver only once.
- There are two types of Approval Chains:
    1. Corporate Approval Chains
    2. Personal Approval Chains

See Also

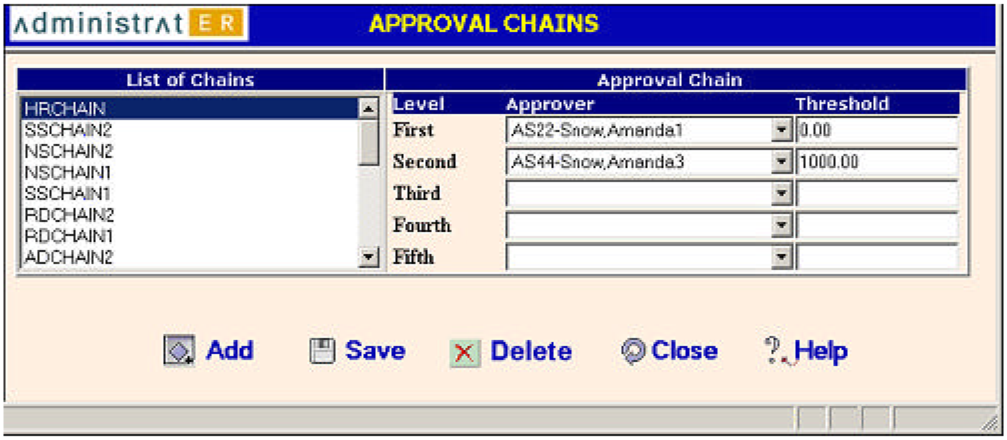
- Understanding the Approval Process

Approval Chains Screen

The Approval Chains screen allows you to add and maintain approval chains.

Note: It is recommended that you examine the topic Understanding Approval Chains.

Example



List of Chains

HRCHAIN
SSCHAIN2
NSCHAIN2
NSCHAIN1
SSCHAIN1
RDCHAIN2
RDCHAIN1
ADCHAIN2

Approval Chain

Level	Approver	Threshold
First	AS22-Snow,Amanda1	0.00
Second	AS44-Snow,Amanda3	1000.00
Third		
Fourth		
Fifth		

To open the Approval Chains screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Approval Chains**.

Use this screen for…

- Creating an Approval Chain
- Modifying an Approval Chain
- Deleting an Approval Chain

Creating an Approval Chain

Use the Approval Chains screen to create new approval chains, which includes selecting the Approvers that make up the chain.

Note: You can only have five Approvers in each approval chain. The last Approver in each chain should be the finance department, with a threshold of 0. This ensures that at least one Approver will see each file.

Note: It is recommended that you examine the help topic Understanding Approval Chains before continuing with this procedure.

To create an approval chain:

1. Open the Approval Chains screen.
2. Click the **Add** button.

   Result: The Chain Title field will appear.
3. In the **Chain Title** field, enter the name of the new approval chain.
4. Click inside the **First Approver** field and select (from the drop-down list) the name of the first Approver in your approval chain.
5. In the **Threshold** field beside the First Approver field, enter the amount you wish to assign as the Approver's threshold (for example, 12.00 for $12.00).
6. Perform steps 4 and 5 for the Second, Third, Fourth and Fifth Approver fields.

   Note: The last Approver in each chain should be the finance department, with a threshold of 0. This ensures that at least one Approver will see each file.
7. From the Approver Search area, click the **Search** button.

   Result: All of the Approvers in your company will be displayed in the list box.

   Note: You may also search for a specific Approver by entering all or part of the person's last name in the field provided.
8. To save the approval chain, click the **Save** button.

   Result: The approval chain is added to the List of Chains.
9. To delete the approval chain, click the **Delete** button.
10. To add another approval chain, repeat steps 2 to 8.
11. To close the Approval Chains screen, click the **Close** button.

See Also

- Modify an Approval Chain
- Delete an Approval Chain

Modifying an Approval Chain

Use the Approval Chains screen to modify an approval chain.

To modify an approval chain:

1. Open the Approval Chains screen.
2. From the **List of Chains** list box, click on the approval chain you wish to modify.

   Result: The Approvers within the approval chain are displayed in the Approval Chain area.
3. From the procedures below, decide how you would like to modify the approval chain (e.g. add, delete, modify).
4. To save your changes, click the **Save** button.
5. To close the Approval Chains screen, click the **Close** button.

To add an Approver to the approval chain:

1. Click inside the **Approver** field representing the level in the approval chain you wish to assign to the Approver.

   Example: To assign an Approver to the second level in the approval chain, click inside the Second Approver field and select (from the drop-down list) the Approver's name.
2. In the **Threshold** field beside the Approver field, enter the amount you wish to assign as the Approver's threshold (for example, 12.00 for $12.00).

To remove an Approver from the approval chain:

1. Click inside the **Approver** field that displays the Approver's name.
2. From the drop-down list, scroll to the top of the list and select the blank approver option.

   Result: The Approver field will appear blank.

To modify an Approvers threshold amount:

1. In the **Threshold** field beside the name of the Approver, enter the Approver's new threshold amount.

See Also

- Create an Approval Chain
- Delete an Approval Chain

Deleting an Approval Chain

Use the Approval Chains screen to delete an approval chain.

Before You Start

- You cannot delete an approval chain that has been assigned to a financial code. If you attempt to delete the chain an error message will appear. If you still wish to delete the approval chain, you must modify the financial code or codes by assigning it to a different approval chain. For more information, see Modifying a Financial Code.
- Once you delete an approval chain, you cannot assign it to a financial code. In addition, a user cannot add the deleted approval chain to their Approval Hierarchy.

To delete an approval chain:

1. Open the Approval Chains screen.
2. From the **List of Chains** list box, click on the approval chain you wish to delete.
3. Click the **Delete** button.

   Result: A confirmation message will appear.
4. Click the **Yes** button on the message box to continue.

   Result: The approval chain is removed from the List of Chains list box.
5. To save your changes, click the **Save** button.
6. To close the Approval Chains screen, click the **Close** button.

See Also

- Create an Approval Chain
- Modify an Approval Chain

User Groups

What is a User Group?

A User Group is a group of one or more users. For example, user-A and user-B can be members of the User Group "group-1".

A User Group can be created by the Application Administrator using the User Groups window.

What is the purpose of a User Group?

When an Approver is assigned to a User Group, that Approver will have viewing access to the approved expense reports belonging to the members of that User Group. For example, if approver-A is assigned to User Group "group-1", then approver-A will have viewing access to the approved expense reports belonging to user-A and user-B.

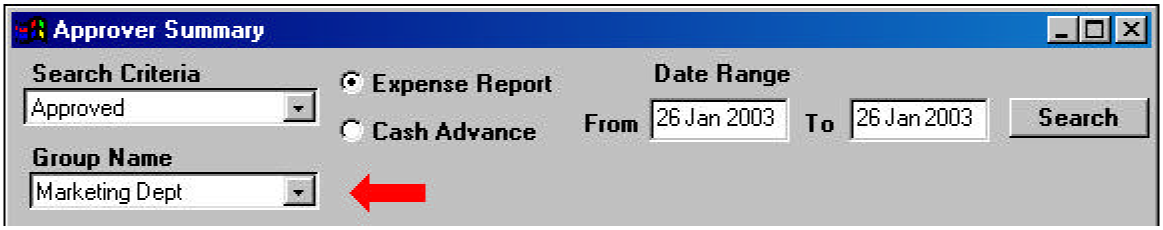
An Approver can be assigned to a User Group by the Application Administrator using the Approver Group Associations window.

Several Approvers can be assigned to a single User Group. An Approver can be assigned to several User Groups.

How can an Approver use a User Group?

From the Approver Summary window, an Approver can select a User Group from the Group Name field. The Group Name field will only list the User Groups to which that Approver is assigned. When a User Group is selected, the Approver Summary window will list the approved expense reports belonging to the members of that User Group.

Note: The Group Name field can only be seen when the Approver selects "All", "Approved", or "Auto Approved" on the Search Criteria field.



Search Criteria: Approved

● Expense Report

○ Cash Advance

From 26 Jan 2003 To 26 Jan 2003

Group Name: Marketing Dept

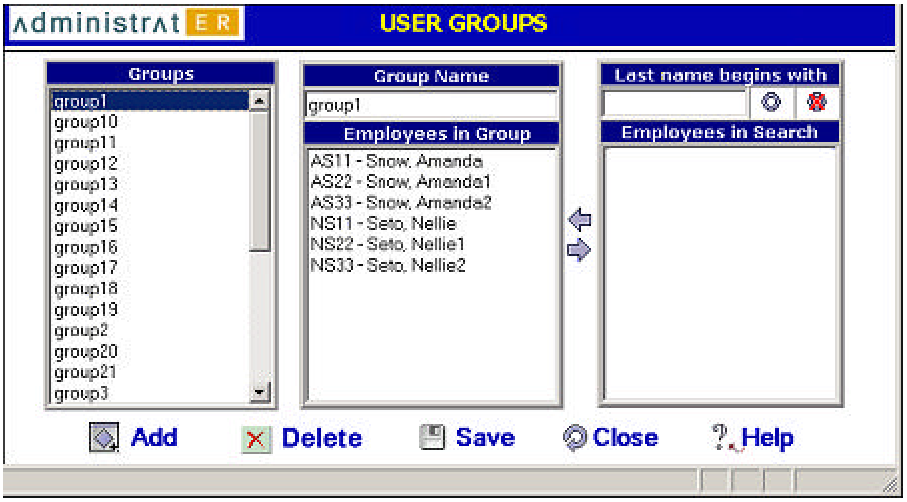
See Also

- User Groups Window
- Creating a User Group
- Approver Group Associations Window
- Assigning an Approver to a User Group

User Groups Window

Use the User Groups window to create and maintain User Groups.

Example



Groups
group1
group10
group11
group12
group13
group14
group15
group16
group17
group18
group19
group2
group20
group21
group3

Group Name
group1

Employees in Group
AS11 - Snow, Amanda
AS22 - Snow, Amanda1
AS33 - Snow, Amanda2
NS11 - Seto, Nellie
NS22 - Seto, Nellie1
NS33 - Seto, Nellie2

Last name begins with

Employees in Search

To open the User Groups window

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **User Groups**.

Use this window to…

- Creating a User Group (page 224)
- Modifying a User Group (page 225)
- Deleting a User Group (page 226)

See Also

- Assigning an Approver to a User Group (page 228)

User Groups

User Groups allow Approvers to view the approved expense reports belonging to selected group of users. For example, user-A and user-B can be added to User Group "group-1". If approver-A is assigned to User Group "group-1", then approver-A will have viewing access to the approved expense reports belonging to user-A and user-B. It is the responsibility of the Application Administrator to create User Groups using the User Groups window and to assign Approvers to User Groups using the Approver Group Associations window. For more information, see the topic *User Groups* on page 222.

Creating a User Group

Use the User Groups window to create User Groups.

To create a User Group:

1. Open the User Groups window.
2. Click the **Add** button.

   Result: The Group Name field is cleared.
3. In the **Group Name** field, enter the name of the new User Group.
4. Click the ⊚ (Search) button.

   Result: All of the employees in your company will be displayed in the list box.

   Note: You may also search for a specific user by entering all or part of the person's last name in the field provided.
5. From the **Employees in Search** list box, click on the user you wish to add to the new User Group.
6. Click the ⇦ (Add) button.

   Result: The selected employee is added to the Employees in Group list box. The employee is now member of the new User Group.
7. To assign additional employees to the new User Group, repeat steps 4 to 6.
8. To remove a user from the new User Group, click on the user name in the Employees in Group list box, and then click the ⇨ (Remove) button.

   Result: The selected employee is removed from the Employees in Group list box.
9. To save the new User Group, click the **Save** button.
10. To add another User Group, repeat steps 2 to 9.
11. To close the User Groups window, click the **Close** button.

See Also

- Modify a User Group
- Delete a User Group
- Assigning an Approver to a User Group

Modifying a User Group

Use the User Groups window to modify existing User Groups.

To modify a User Group

1. Open the User Groups window.
2. From the **Groups** list box, click on the User Group you wish to modify.

   Result: The members of the group are displayed in the Employees in Group list box.
3. From the procedures below, decide how you would like to modify the User Group.
4. To save your changes, click the **Save** button.
5. To close the User Group window, click the **Close** button.

To rename the User Group:

1. Delete the current name from the **Group Name** field.
2. Enter the new name in the **Group Name** field.

To add a user to the User Group:

1. Click the ◎ (Search) button.

   Result: All of the available users in your company will be displayed in the Employees in Search list box.

   Note: You may also search for a specific user by entering all or part of the person's last name in the field provided.
2. From the **Employees in Search** list box, click on the user you wish to assign to the User Group.
3. Click the ⇦ (Add) button.

   Result: The selected user is added to the Employees in Group list box. The user is now member of the User Group.

To remove a user from the group:

1. Click on the user name in the **Employees in Group** list box, and then click the ⇨ (Remove) button.

   Result: The selected user is removed from the Employees in Group list box. The user is no longer a member of the group.

See Also

- Creating a User Group
- Deleting a User Group

Deleting a User Group

Use the User Groups window to delete an User Groups.

To delete a User Group:

1. Open the User Groups window.
2. From the **Groups** list box, click on the User Group you wish to delete.
3. Click the **Delete** button.

   Result: A confirmation message appears.
4. Click the **Yes** button in the message box to continue.

   Result: The selected User Group is removed from the Groups list box.
5. To delete another User Group, repeat steps 2 to 4.
6. To save your changes, click the **Save** button.
7. To close the User Groups window, click **Close** button.

See Also

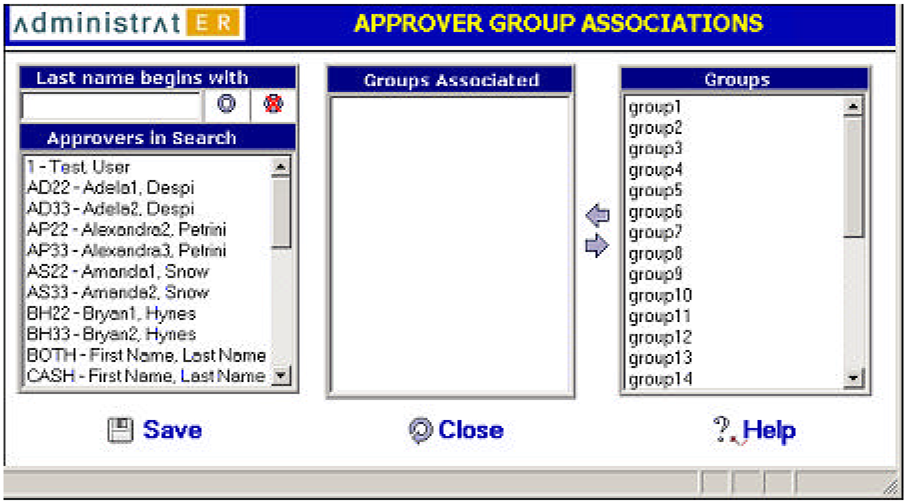
- Creating a User Group
- Modifying a User Group
- Assigning an Approver to a User Group

Approver Group Associations Window

Use the Approver Group Associations window to assign Approvers to User Groups.

Note: User Groups are created on the User Groups window.

Example



1 - Test User
AD22 - Adela1, Despi
AD33 - Adela2, Despi
AP22 - Alexandra2, Petrini
AP33 - Alexandra3, Petrini
AS22 - Amanda1, Snow
AS33 - Amanda2, Snow
BH22 - Bryan1, Hynes
BH33 - Bryan2, Hynes
BOTH - First Name, Last Name
CASH - First Name, Last Name

group1
group2
group3
group4
group5
group6
group7
group8
group9
group10
group11
group12
group13
group14

To open the Approval Group Associations window:

1. Display the **AdministratER Main Screen**.
2. From the **Tables** menu, select **Approval Group Associations**.

Use this window for…

- Assigning an Approver to a User Group (page 228)

See Also

- Creating a User Group (page 224)

User Groups

User Groups allow Approvers to view the approved expense reports belonging to selected group of users. For example, user-A and user-B can be added to User Group "group-1". If approver-A is assigned to User Group "group-1", then approver-A will have viewing access to the approved expense reports belonging to user-A and user-B. It is the responsibility of the Application Administrator to create User Groups using the User Groups window and to assign Approvers to User Groups using the Approver Group Associations window. For more information, see the topic *User Groups* on page 222.

Assigning an Approver to a User Group

Use the Approver Group Associations window to assign Approvers to User Groups.

Note: User Groups are created on the User Groups window.

To assign an Approver to a User Group

1. Open the Approver Group Associations window.
2. Click the ⊙ (Search) button.

   Result: All of the available Approvers in your company will be displayed in the list box.

   Note: You may also search for a specific Approver by entering all or part of the person's last name in the field provided and clicking the Search button.
3. From the **Approvers in Search** list box, click on the Approver you wish to select.

   Result: The Groups Associated list box will list all of the User Groups to which the Approver is already assigned.
4. From the **Groups** list box, click on the User Group you wish to associate with the selected Approver.
5. Click the ⇦ (Add) button.

   Result: The selected User Group is added to the Groups Associated list box. The selected Approver is now assigned to the selected User Group.
6. To assign the selected Approver to another User Group, repeat steps 4 and 5.
7. To disassociate the Approver from a User Group, select the User Group from the **Groups Associated** list box and click the ⇨ (Remove) button.
8. To save your changes, click the **Save** button.
9. To assign a different Approver to a User Group, repeat steps 2 to 8.
10. To close the Approver Group Associations window, click the **Close** button.

See Also

- Creating a User Group

Chapter 8

- Rerouting Stale Files

In this chapter…

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Re-Route Approver Window ____ 232

Reroute a Stale File to Another Approver ____ 233

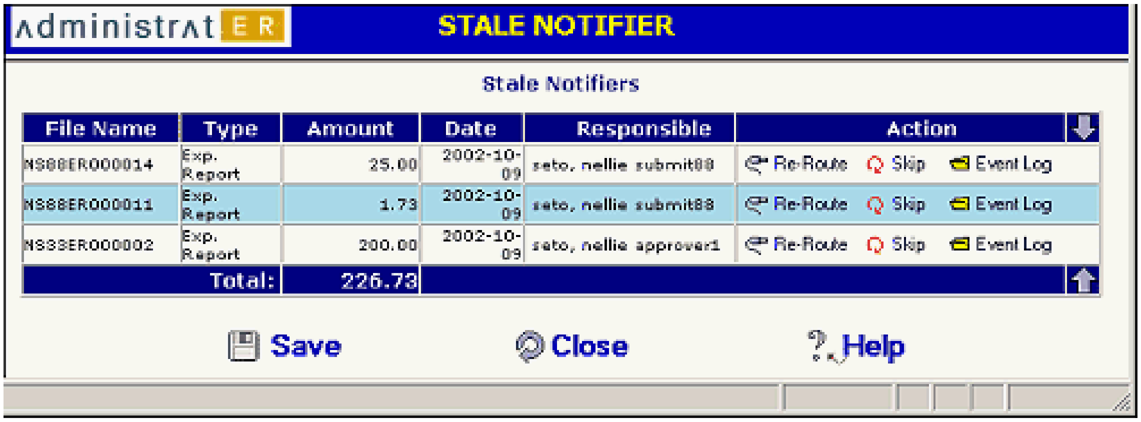
Skip the Approver Who Allowed a File to Become Stale ____ 234

Event Log Window ____ 235

Stale Notifier Screen

The Stale Notifier screen appears when you first log on to Application Administration. This window lists all the stale files you need to re-route.

Example



File Name	Type	Amount	Date	Responsible	Action
NS88ER000014	Exp. Report	25.00	2002-10-09	seto, nellie submit88	Re-Route Skip Event Log
NS88ER000011	Exp. Report	1.73	2002-10-09	seto, nellie submit88	Re-Route Skip Event Log
NS33ER000002	Exp. Report	200.00	2002-10-09	seto, nellie approver1	Re-Route Skip Event Log
	Total:	226.73			

To open the Stale Notifier screen:

1. Display the AdministratER Main Screen.
2. From the **Notifiers** menu, select **Stale Notifiers**.

Use this screen to…

- Reroute a Stale File to Another Approver
- Skip the Approver Who Allowed File to Become Stale

See Also

- Re-Route Approver window
- Event Log Window

Continue on next page…

Table Fields

The Stale Notifier screen displays the following information regarding each stale file:

Column	*Description*
File Name	The stale file's file name.
Type	Files are either expense reports or cash advance requests.
Amount	The amount, (in the base currency) of the file. If the file is an Expense Report, this amount will include taxes.
Date	Each time a specific event is performed on a file, this date changes.
Responsible	Displays the name of the Approver who allowed the file to become stale.
Action	Before Action - Displays the action buttons (see below). After Action - Displays the action taken against the stale file. **Note:** All actions against a stale file can only be completed if you click the Save button.

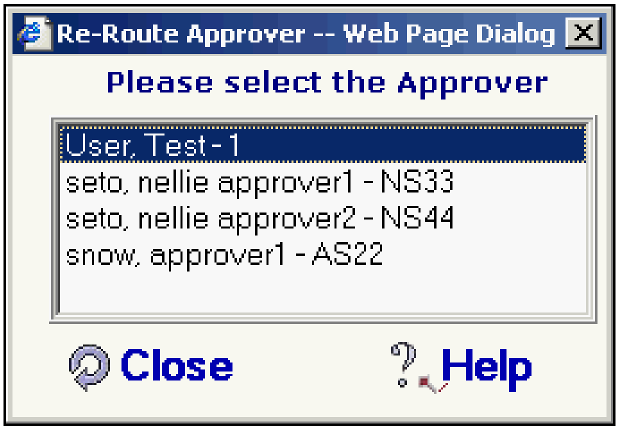
Action Buttons

Button	*Description*
Re-Route	Click the Re-Route button to open the Re-Route Approver window. Use the Re-Route Approver window to select the Approver to whom you wish to reroute a stale file.
Skip	Click the Skip button to skip an Approver who has allowed a file to become stale. This process will automatically reroute the file to the next Approver in the file's Approval Chain or Approval Hierarchy. **Note:** If the Approver who allowed the file to become stale is the last Approver in the file's Approval Chain, the Approver cannot be skipped.
Event Log	Click the Event Log button to open the Event Log window. Use the Event Log window to display the event history of a file.

Re-Route Approver Window

Use the Re-Route Approver window to select the Approver to whom you wish to reroute a stale file.

Example



Re-Route Approver -- Web Page Dialog

Please select the Approver

User, Test - 1
seto, nellie approver1 - NS33
seto, nellie approver2 - NS44
snow, approver1 - AS22

To open the Re-Route Approver window:

1. Open the Stale Notifiers screen.
2. Click the **Re-Route** button beside the file you wish to reroute.

   Result: The Re-Route Approver window will appear.

See Also

- Reroute a Stale File to Another Approver
- Skip the Approver Who Allowed File to Become Stale

Reroute a Stale File to Another Approver

Use the Stale Notifiers window to reroute a stale file to another Approver.

To reroute a stale file to another Approver:

1. Open the Stale Notifiers screen.
2. Click the **Re-Route** button beside the file you wish to reroute

   Result: The Re-Route Approver window will appear.
3. Click on the Approver to whom you wish to reroute the stale file.

   Result: A message window will appear to confirm the name of the Approver to whom you are rerouting the file.
4. Click the **OK** button on the message window.

   Result: The Re-Route Approver window will close. On the Stale Notifiers screen, the Action field will display the name of the Approver to whom the file will be rerouted.
5. To save your changes, click the **Save** button.
6. To close the Stale Notifiers window, click the **Close** button.

See Also

- Skip the Approver Who Allowed File to Become Stale
- Event Log Window

Skip the Approver Who Allowed a File to Become Stale

Use the Reroute Stale Files window to skip an Approver who has allowed a file to become stale. This process will automatically reroute the file to the next Approver in the file’s Approval Chain or Approval Hierarchy.

Note: If the Approver who allowed the file to become stale is the last Approver in the file’s Approval Chain, the Approver cannot be skipped.

To skip an Approver

1. Open the Stale Notifiers screen.
2. Click the **Skip** button beside the stale file you wish to skip.
3. Result: The Action field will display the message "Approver Skipped. Will be validated on Save."
4. To save your changes, click the **Save** button.
5. To close the Stale Notifiers window, click the **Close** button.

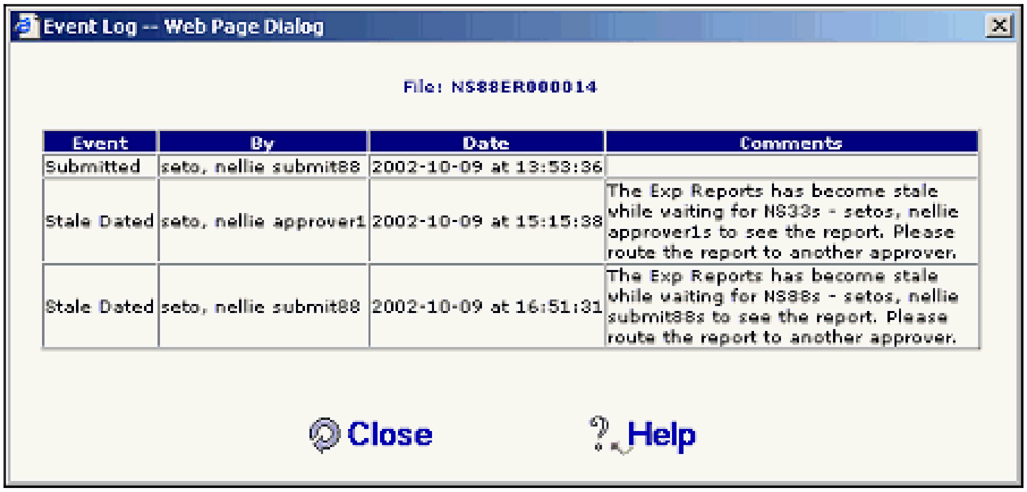
See Also

- Reroute Stale File to Another Approver
- Event Log Window

Event Log Window

Use the Event Log window to display the event history of a file.

Example



File: NS88ER000014

Event	By	Date	Comments
Submitted	seto, nellie submit88	2002-10-09 at 13:53:36	
Stale Dated	seto, nellie approver1	2002-10-09 at 15:15:38	The Exp Reports has become stale while vaiting for NS33s - setos, nellie approver1s to see the report. Please route the report to another approver.
Stale Dated	seto, nellie submit88	2002-10-09 at 16:51:31	The Exp Reports has become stale while vaiting for NS88s - setos, nellie submit88s to see the report. Please route the report to another approver.

To open the Event Log window:

1. Open the Stale Notifier screen.
2. Click the 📂 **Event Log** button beside the file you wish to investigate.

   Result: The Event Log window will appear.

Table Headings

Column	***Description***
Event	Displays the event history of the file.
(Comments) By	Displays the name of the user responsible for the event. For example, this field may display the name of the Submitter who submitted the file, or the name of the Approver who allowed the file to become stale.
Date	The event date.
Comments	Displays a message explaining how the file became stale and what task must be performed to resolve the issue.

1.

Chapter 9
- Miscellaneous Settings

In this chapter…

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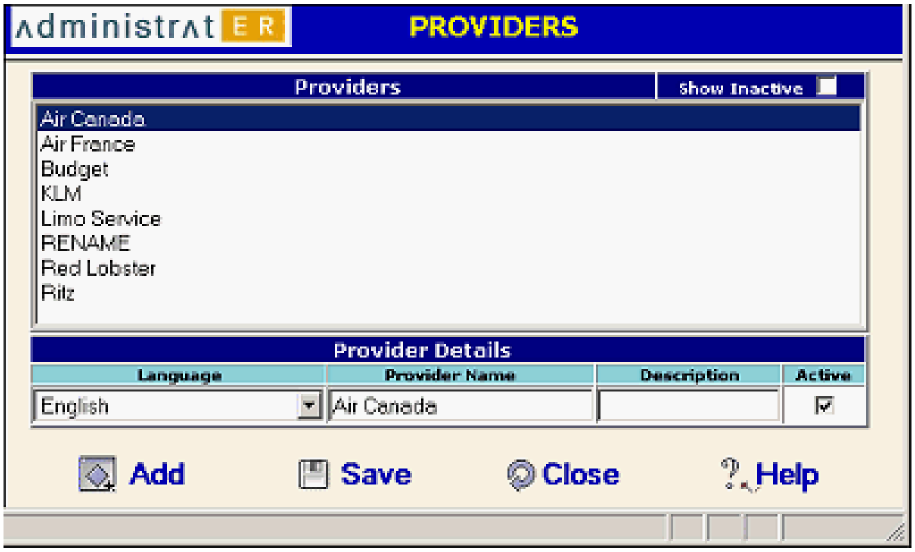
Providers Screen

Use the Provider screen to add, change, or deactivate a provider.

Note: Providers cannot be deleted.

Example



Providers | Show Inactive ☐

- Air Canada
- Air France
- Budget
- KLM
- Limo Service
- RENAME
- Red Lobster
- Ritz

Provider Details

Language	Provider Name	Description	Active
English	Air Canada		☑

To open the Providers screen:

1. Display the AdministratER Main Screen.
2. From the Tab**les** menu, select **Providers**.

Use this screen to:

- Add a Provider
- Modify a Provider
- Deactivate a Provider

Add a Provider

Use the Providers screen to add a service provider.

Before You Start

There are a few things to remember before you add a provider:

- You can assign a provider to specific categories so that they appear in the Provider pick list on an expense report. This enables a Submitter to indicate who the supplier was on a line item basis, with a narrowed list based on category. For more information, refer to the topic Associate a Provider with a Category.
- A user can also manually key in provider names but this can make generating reports by provider a bit awkward and more time consuming. Instead, you can create a provider called "Other" for categories where you do not need to know the name of the provider or in situations where your preferred provider is not being used.

To add a provider

1. Open the Providers screen.
2. Click the **Add** button.

   Result: A new provider is added to the bottom of the Provider list box.
3. In the **Name** field, enter the name of the new provider.
4. In the **Description** field, enter a description of the new provider.
5. If you have French speaking employees in your company, you may select French from the Language drop-down list, and then enter the French translation of the new provider name in the Name field.
6. To save the new provider, click the **Save** button.
7. To add another provider, repeat steps 2 to 5.
8. To close the Providers screen, click the **Close** button.

See Also

- Modify a Provider
- Deactivate a Provider

Modify a Provider

Use the Providers screen to modify information about a service provider.

To modify a provider

1. Open the Providers screen.
2. To display inactive providers, select the **Show Inactive** check box.
3. From the Provider list box, click on the service provider you wish to modify.

   Result: All of the associated information about the selected service provider is displayed in the Provider Details section.
4. Make the necessary changes to the information.
5. To save your changes, click the **Save** button.
6. To modify information about another service provider, repeat steps 2 and 4.
7. To close the Providers screen, click the **Close** button.

See Also

- Add a Provider
- Deactivate a Provider

Deactivate a Provider

Use the Providers screen to deactivate a provider. By deactivating a provider, the provider will no longer appear in the Provider field on the Expense Report program.

Note: You cannot delete a provider.

To deactivate a provider

1. Open the Providers screen.
2. From the Provider list box, click on the service provider you wish to deactivate.
3. De-select the ☐ **Active** check box.
4. Click the **Save** button.

   Note: To display inactive providers, select the Show Inactive check box
5. To deactivate another service provider, repeat steps 2 to 4.
6. To close the Provider screen, click the **Close** button.

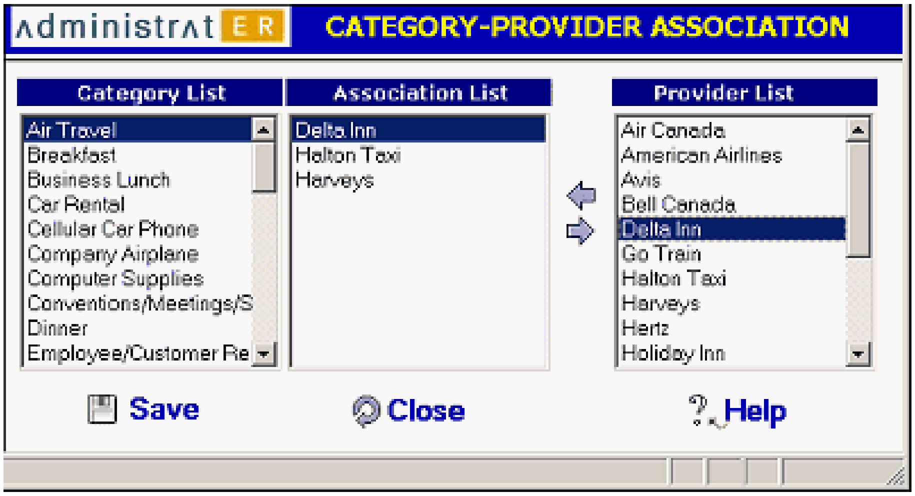
See Also

- Add a Provider
- Modify a Provider

Category-Provider Associations Screen

Use the Category Provider Association screen to group all similar providers under one category. For example, you could group all car rental agencies under a category called "Car Rental". When a user is completing an expense report, he or she can select a particular car rental agency from the appropriate category.

Example


AdministratER
CATEGORY-PROVIDER ASSOCIATION
Category List
Association List
Provider List
Air Travel
Breakfast
Business Lunch
Car Rental
Cellular Car Phone
Company Airplane
Computer Supplies
Conventions/Meetings/S
Dinner
Employee/Customer Re
Delta Inn
Halton Taxi
Harveys
Air Canada
American Airlines
Avis
Bell Canada
Delta Inn
Go Train
Halton Taxi
Harveys
Hertz
Holiday Inn
Save
Close
Help

To open the Category Association screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Category Providers Associations**.

Use this screen to…

- Associate a Provider with a Category

Associate a Provider with a Category

Use the Category-Provider Association screen to group all similar providers under one category. For example, you could group all car rental agencies under a category called "Car Rental". When a user is completing an expense report, he or she can select a particular car rental agency from the appropriate category.

To associate a provider with a category:

1. Open the Category-Provider Association screen.
2. From the **Category List** box, select a category.

   Result: The Association List box will display any providers already associated with the selected category.
3. From the **Provider List** box, double-click on the provider you wish to associate with the selected category.

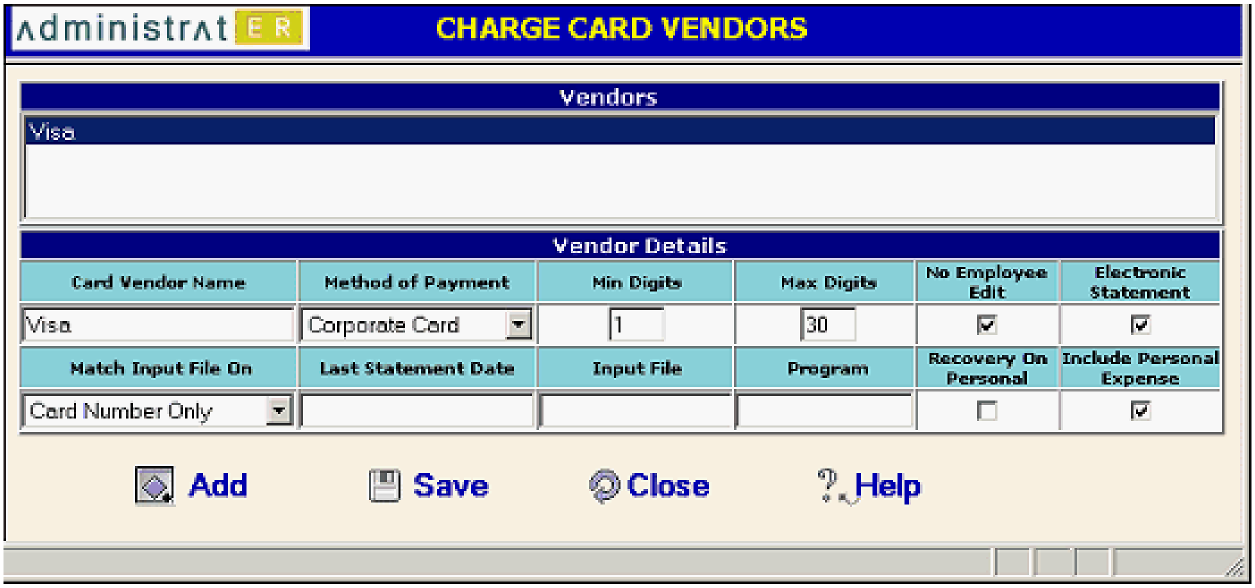
   Result: The selected provider will appear in the Association List box; signifying that the provider is now associated with the selected category.
4. To associate another provider to a category, repeat step 3.
5. To remove a provider from the category's association list, double-click on the provider in the Association List box.
6. To save your changes, click the **Save** button.
7. To close the Category-Provider Association screen, click the **Close** button.

Charge Card Vendors Screen

Use the Charge Card Vendors screen to add and maintain the names of your company’s corporate charge card vendors to your system. Each vendor profile will include information on the charge card company along with details on how the charge card is set up.

Note: Charge Card Vendors cannot be deleted.

Example



Visa

Card Vendor Name	Method of Payment	Min Digits	Max Digits	No Employee Edit	Electronic Statement
Visa	Corporate Card	1	30	☑	☑
Match Input File On	Last Statement Date	Input File	Program	Recovery On Personal	Include Personal Expense
Card Number Only				☐	☑

To open the Charge Card Vendors screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Charge Card Vendors**.

Use this screen to:

- Add a Charge Card Vendor
- Change Charge Card Vendor Information
- Activate the Personal Liability Feature

See Also

- Understanding the Personal Liability Feature

Continue on next page…

Fields

Column	*Description*
Card Vendor Name	Enter the name of the new charge card vendor.
Method of Payment	From the drop-down list, select the default method of payment for the charge card vendor. Charge card transactions made using this charge card will be assigned the default method of payment when the user claims the CC transactions on his/her expense report. **Note:** Method of payment options are created on the Pick Lists screen.
Min Digits	Enter the minimum number of digits on the charge card (this field is normally set to 1).
Max Digits	Enter the maximum number of digits on the charge card.
No Employee Edit ☑	CHECKED: Employees will NOT be able to modify their charge card information.
Match Input File On	From the drop-down field, choose one of the following methods by which your system will scan electronic statements for charge card identification: • Card Number Only • Last Name and Card Number **Note:** Refer to the configuration guide for the charge card interface.
Electronic Statement ☑	CHECKED: Indicates that your company is able to receive electronic statements from this charge card company.
Last Statement Date	Displays the month and year your company last received an electronic statement from this charge card company.
Input File	Enter the file path to where the electronic charge card statements will be stored.
Program	Enter the file path to where the charge card interface program is located.
Recovery on Personal ☑	SELECTED: Users will be able to transfer charge card records marked "Personal" from the Charge Card Statement window to an expense report. For more information, see the topic Claiming a Personal Charge Card Expense.
Include Personal Expense ☑	SELECTED: Any charge card record that includes personal expenses will be included in the total company paid. DE-SELECTED: Any charge card record that has personal expenses will deduct those personal expenses from the total company paid. **Note:** For more information, see the topic Understanding the Personal Liability Feature.

Add a Charge Card Vendor

Use the Charge Card Vendors screen to add the names of your company's corporate charge card vendors to your system. Each vendor profile will include information on the charge card company along with details on how the charge card is set up.

Note: Charge Card Vendors cannot be deleted.

To add a new charge card vendor:

1. Open the Charge Card Vendors screen.
2. Click the **Add** button.

   Result: A blank vendor profile will appear.
3. Complete the following fields:

Field	*Description*
Card Vendor Name	Enter the name of the new charge card vendor.
Method of Payment	Choose one of the method of payment options from the drop-down field. **Note:** The method of payment options are created on the Pick Lists screen.
No Employee Edit ☑	CHECKED: Employees will NOT be able to modify their charge card information.
Min Digits	Enter the minimum number of digits on the charge card (this field is normally set to 1).
Max Digits	Enter the maximum number of digits on the charge card.
Electronic Statement ☑	CHECKED: Indicates that your company is able to receive electronic statements from this charge card company.
Last Statement Date	Displays the date of the last time your company received an electronic statement from this charge card company.
Match Input File On	From the drop-down field, choose one of the following methods by which your system will scan electronic statements for charge card identification: • Card Number Only • Last Name and Card Number **Note:** Refer to the configuration guide for the charge card interface.

Continue on next page…

To add a new charge card vendor, continued

Field	***Description***
Input File	Enter the file path to where the electronic charge card statements will be stored.
Program	Enter the file path to where the charge card interface program is located.
Recovery on Personal ☑	CHECKED: Users will be able to transfer charge card records marked "Personal" from the Charge Card Statement window to an expense report.
Include Personal Expense ☑	CHECKED: Any charge card record that includes personal expenses will be included in the total company paid. UNCHECKED: Any charge card record that has personal expenses will deduct those personal expenses from the total company paid.

4. To save the new charge card vendor information, click the **Save** button.
5. To add another charge card vendor, repeat steps 1 to 4
6. To close the Charge Card Vendors screen, click the **Close** button.

See Also

- Change Charge Card Vendor Information

Change Charge Card Vendor Information

Use the Charge Card Vendors window to add and maintain the names of your company's corporate charge card vendors to your system.

Note: Charge Card Vendors cannot be deleted.

To change charge card vendor information:

1. Open the Charge Card Vendors screen.
2. From the Vendor List box, select which charge card vendor you wish to modify.
3. Make the necessary changes to the following fields:

Field	***Description***
Card Vendor Name	Enter the name of the new charge card vendor.
Method of Payment	Choose one of the method of payment options from the drop-down field. **Note:** The method of payment options are created on the Pick Lists screen.
No Employee Edit ☑	CHECKED: Employees will NOT be able to modify their charge card information.
Min Digits	Enter the minimum number of digits on the charge card (this field is normally set to 1).
Max Digits	Enter the maximum number of digits on the charge card.
Electronic Statement ☑	CHECKED: Indicates that your company is able to receive electronic statements from this charge card company.
Last Statement Date	Displays the date of the last time your company received an electronic statement from this charge card company.
Match Input File On	From the drop-down field, choose one of the following methods by which your system will scan electronic statements for charge card identification: 1. Card Number Only 2. Last Name and Card Number **Note:** Refer to the configuration guide for the charge card interface.
Input File	Enter the file path to where the electronic charge card statements will be stored.

Continue on next page…

To change charge card vendor information, continued

Field	***Description***
Program	Enter the file path to where the charge card interface program is located.
Recovery on Personal ☑	CHECKED: Users will be able to transfer charge card records marked "Personal" from the Charge Card Statement window to an expense report.
Include Personal Expense ☑	CHECKED: Any charge card record that includes personal expenses will be included in the total company paid. UNCHECKED: Any charge card record that has personal expenses will deduct those personal expenses from the total company paid.

4. To save your changes, click the **Save** button.
5. To make changes to another charge card vendor, repeat steps 1 to 4
6. To close the Charge Card Vendors screen, click the **Close** button.

See Also

- Add a Charge Card Vendor

Understanding the Personal Liability Feature

Using the Personal Liability feature, corporate charge cards can be set to include or not include personal expense as part of the Company Paid total amount.

Result when feature is ACTIVATED:

- When claiming a charge card transaction on an expense report, if a portion of the expense is marked personal on either the Hotel Folio window or the Split window, those personal expenses will be included in the total company paid amount.
- When claiming a corporate charge card transaction on an expense report, if a portion of the expense is marked personal on either the Hotel Folio window or the Split window, those personal expenses will be included in the total company paid amount.

Result when feature is DEACTIVATED:

- When claiming a charge card transaction on an expense report, if a portion of the expense is marked personal on either the Hotel Folio window or the Split window, those personal expenses will **NOT** be included in the total company paid amount.
- When claiming a corporate charge card transaction on an expense report, if a portion of the expense is marked personal on either the Hotel Folio window or the Split window, those personal expenses will **NOT** be included in the total company paid amount.

See Also

- Activating the Personal Liability Feature
- Charge Card Vendors Window

Activating the Personal Liability Feature

Using the Personal Liability feature, corporate charge cards can be set to include or not included personal liabilities as part of the Company Paid total amount. See the topic Understanding the Personal Liability Feature for more information.

To activate the Personal Liability feature:

1. Open the Charge Card Vendors screen.
2. From the **Vendors** list box, select the corporate charge card that will be assigned the Personal Liability feature.
3. Select the **Include Personal Expense** check box ☑.
4. To assign the Personal Liability feature to another corporate charge card, repeat steps 2 and 3.
5. To deactivate the Personal Liability feature, de-select the **Include Personal Expense** check box ☐.
6. To save your changes, click the **Save** button.
7. To close the Charge Card Vendors screen, click **Close** button.

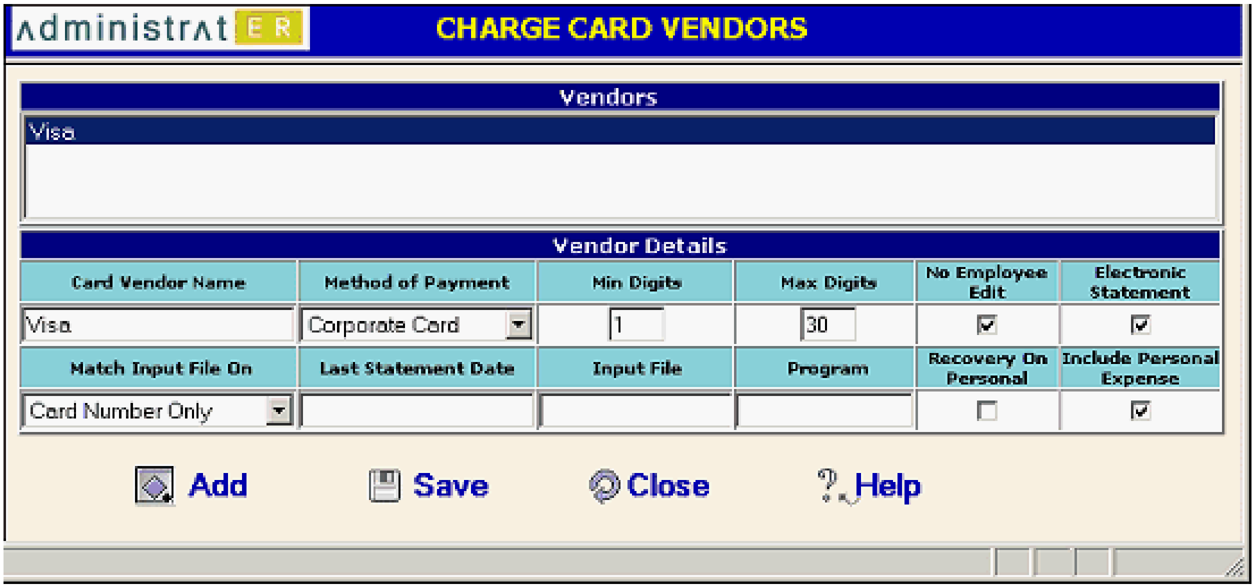
See Also

- Understanding the Personal Liability Feature
- Charge Card Vendors Screen

Claiming a Personal Charge Card Expense

If a charge card (CC) record is marked PERSONAL on the Charge Card Statement window, the record can only be claimed on an expense report if the vendor's Recovery on Personal check box is selected in the vendor's profile (on the Charge Card Vendor screen). Otherwise, if the Recovery on Personal check box is NOT selected, the PERSONAL CC record will be removed from the display area and added to the list of resolved CC records (which can be displayed by selecting the Show History check box).

Example



Vendors: Visa

Card Vendor Name	Method of Payment	Min Digits	Max Digits	No Employee Edit	Electronic Statement
Visa	Corporate Card	1	30	☑	☑
Match Input File On	Last Statement Date	Input File	Program	Recovery On Personal	Include Personal Expense
Card Number Only				☐	☑

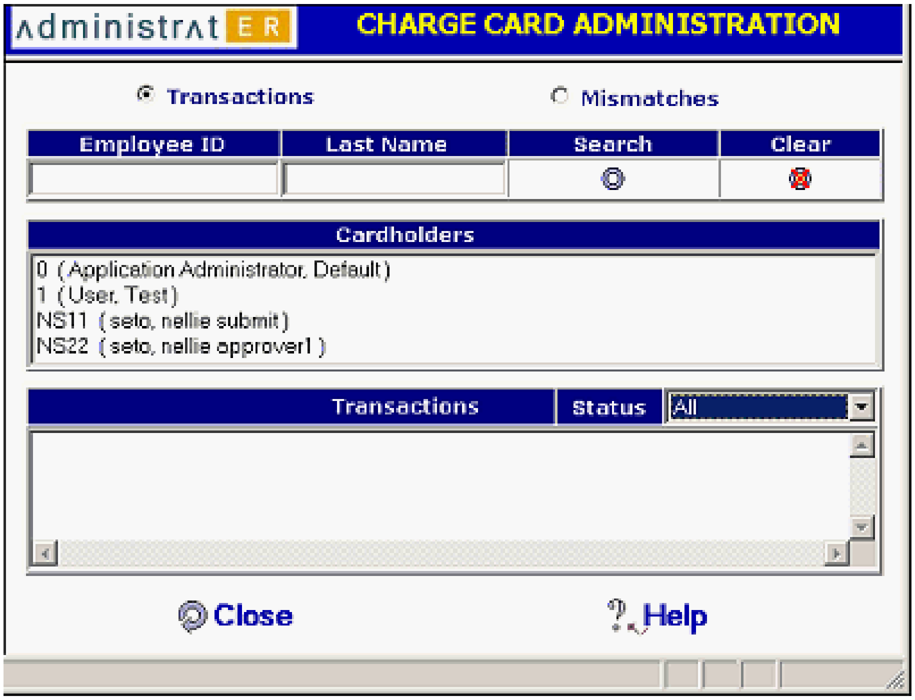
See Also

- Charge Card Vendors Screen

Charge Card Administration Screen

Use the Charge Card Administration screen to view charge card statements for a specific user. In addition, you can also view mismatched information returned from a charge card upload.

Example


AdministratER
CHARGE CARD ADMINISTRATION
● Transactions
○ Mismatches
Employee ID
Last Name
Search
Clear
Cardholders
Transactions
Status
Close
Help

0 (Application Administrator, Default)
1 (User, Test)
NS11 (seto, nellie submit)
NS22 (seto, nellie approver1)

Status: All

To open the Charge Card Administration screen:

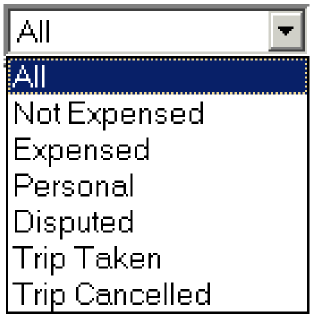
1. Display the AdministratER Main Screen.
2. From the **Preferences** menu, select **Charge Card Administration**.

Use this screen for…

- Viewing Charge Card Statements
- Displaying Mismatches

Continue on next page…

Screen Fields

Fields	***Description***
●Transactions	Click the Transactions button to display all charge card transactions.
●Mismatches	Click the Mismatches button to display the charge card transactions that are not linked to a cardholder. **Note**: For more information, see the topic Displaying Mismatches.
Employee ID	Enter all or part of the employee ID of the cardholder you are searching for. To display a list of all the card holders in the database, simply leave this field blank when you click the Search button.
Last Name	Enter all or part of the last name of the cardholder you are searching for. To display a list of all the card holders in the database, simply leave this field blank when you click the Search button.
Search	Click the Search button to initiate the search operation.
Clear	Click the Clear button to clear the Employee ID field and the Last Name field.
Status  All All Not Expensed Expensed Personal Disputed Trip Taken Trip Cancelled	Click inside the Status field and select one of the following status types from the drop-down list: • ALL - View all charge card transactions. • NOT EXPENSED - View only the transactions that have NOT been claimed on an expense report. • EXPENSED - View only the transactions that have been claimed on an expense report. • PERSONAL - View only the transactions that have been marked "Personal". • DISPUTED - View only the transactions that have been marked "Disputed". • TRIP TAKEN - View only the airfare CC transactions that have been marked "Trip Taken". • TRIP CANCELLED - View only the airfare CC transactions that have been marked "Trip Canceled". **Note:** For information on the Trip Taken or Trip Canceled statuses, see the topic Airline Ticket Reference Feature.

Viewing Charge Card Statements

Use the Charge Card Administration screen to view charge card statements for a specific user.

To view a charge card statement:

1. Open the Charge Card Administration screen.
2. Click the **Search** button.

   Result: All of the users in your company who use charge cards will be displayed in the list box.

   Note: You may also search for a specific user by entering all or part of the person's last name in the field provided. This field is case sensitive (e.g. enter Smith, not smith).
3. From the Cardholders list, select a user.
4. Open the drop-down list located at the top-right corner of the Transactions table.
5. Select one of the following options:

All	View all charge card transactions.
Not Expensed	View only the transactions that have NOT been claimed on an expense report.
Expensed	View only the transactions that have been claimed on an expense report.
Personal	View only the transactions that have been marked "Personal".
Dispute	View only the transactions that have been marked "Disputed".
Trip Taken	View only the airfare CC transactions that have been marked "Trip Taken".
Trip Canceled	View only the airfare CC transactions that have been marked "Trip Canceled".

6. To close the Charge Card Administration screen, click the **Close** button.

See Also

- Displaying Mismatches

Displaying Mismatches

During the charge card import procedure, records sometimes cannot be matched to their owners because of missing information or because a user's personal profile needs to be updated. For example, a new employee may have used their charge card but has not been added to the system.

Use the Charge Card Administration screen to display all the lost charge card records so that you may be able to update your employee records and rerun the import procedure.

To view mismatches

1. Open the Charge Card Administration screen.
2. To view all mismatches, click the ⊙ **Mismatches** button.

   Result: AdministratER displays all charge cards containing incorrect information.
3. To close the Charge Card Administration screen, click the **Close** button.

See Also

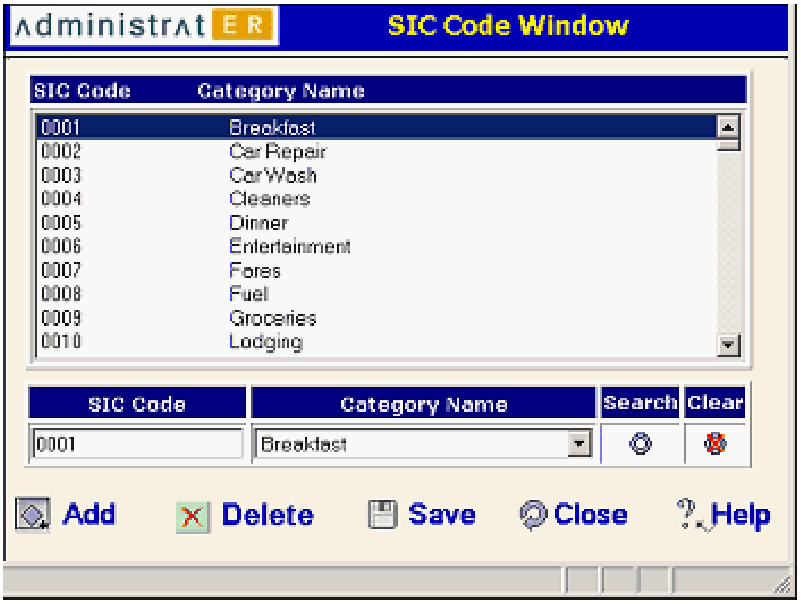
- Viewing Charge Card Statements

Category SIC Mapping Screen

Use the Category SIC Mapping screen to add, change, activate and deactivate SIC (Standard Industry Codes) codes. SIC codes are used to link uploaded electronic charge card records with their appropriate Default Charge Card Categories.

Note: SIC codes 0001 to 0023 cannot be modified. These SIC codes are reserved for hand held device functionality.

Example



SIC Code	Category Name
0001	Breakfast
0002	Car Repair
0003	Car Wash
0004	Cleaners
0005	Dinner
0006	Entertainment
0007	Fares
0008	Fuel
0009	Groceries
0010	Lodging

SIC Code	Category Name
0001	Breakfast

To open the Category SIC Mapping screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Category SIC Mapping**.

Use this screen for:

- Creating an SIC Code
- Modifying an SIC Code

Continue on next page…

Screen Fields

Fields	Description
SIC Code	To search for a specific SIC code, enter all or part of the code in the SIC Code field, and then click the Search button. **Note:** The Category Name field must be blank in order to search for a specific SIC code.
Category Name	To list all of the SIC Codes associated with a specific Charge Card Category: Step 1) Click inside the Category Name field. Step 2) Select the desired category from the drop-down list. Step 3) Click the Search button. **Note:** The SIC Code field must be blank in order to search for a specific Charge Card Category.

Screen Buttons

Fields	Description
Search	Click the Search button to initiate a search for a specific SIC Code or Charge Card Category.
Clear	Click the Clear button to clear the SIC Code field and the Category Name field.
Add	Click the Add button to create a new SIC Code. **Note**: For more information, see the topic Adding a new SIC Code.
Delete	Click the Delete button to delete a selected SIC Code.
Save	Click the Save button to save your changes.
Close	Click the Close button to close the Category SIC Mapping screen.
Help	Click the Help button to display the AdministratER Help.

Creating an SIC Code

Use the Category SIC Mapping window to create and modify SIC (Standard Industry Codes) codes.

Note: SIC codes 0001 to 0023 cannot be modified. These SIC codes are reserved for hand held device functionality.

To create an SIC code:

1. Open the Category SIC Mapping window.
2. Click the **Add** button.

   Result: A blank row is added to the bottom of the SIC Code list.
3. In the **SIC Code** field, enter the new SIC code.
4. Click inside the **Category Name** field and select the Default Charge Card Category you wish to assign to the new SIC code.
5. To save the new SIC code, click the **Save** button.
6. To close the Category SIC Mapping screen, click the **Close** button.

Note

- Duplicate SIC codes are not allowed.
- The SIC codes are limited to 10 characters, including numerals.
- Empty records are not allowed.

See Also

- Modifying an SIC Code

Modifying an SIC Code

Use the Category SIC Mapping window to create and modify SIC (Standard Industry Codes) codes.

Note: SIC codes 0001 to 0023 cannot be modified. These SIC codes are reserved for hand held device functionality.

To modify an SIC code:

1. Open the Category SIC Mapping window.
2. In the **SIC Code** field, enter all or part of the SIC code you wish to modify.

   Note: You may leave this field blank if you wish to display the entire list of SIC codes available in the database.
3. Click the **Search** button.

   Result: The desired SIC code will appear in the display area.
4. Select the SIC code you wish to modify.
5. Click inside **Category Name** field.
6. From the drop-down list, select a different Default Charge Card Category.
7. Click the **Save** button.

   Result: The SIC code has been assigned a different Default Charge Card Category.
8. To close the Category SIC Mapping screen, click the **Close** button.

See Also

- Creating an SIC Code

App Admin Group Window

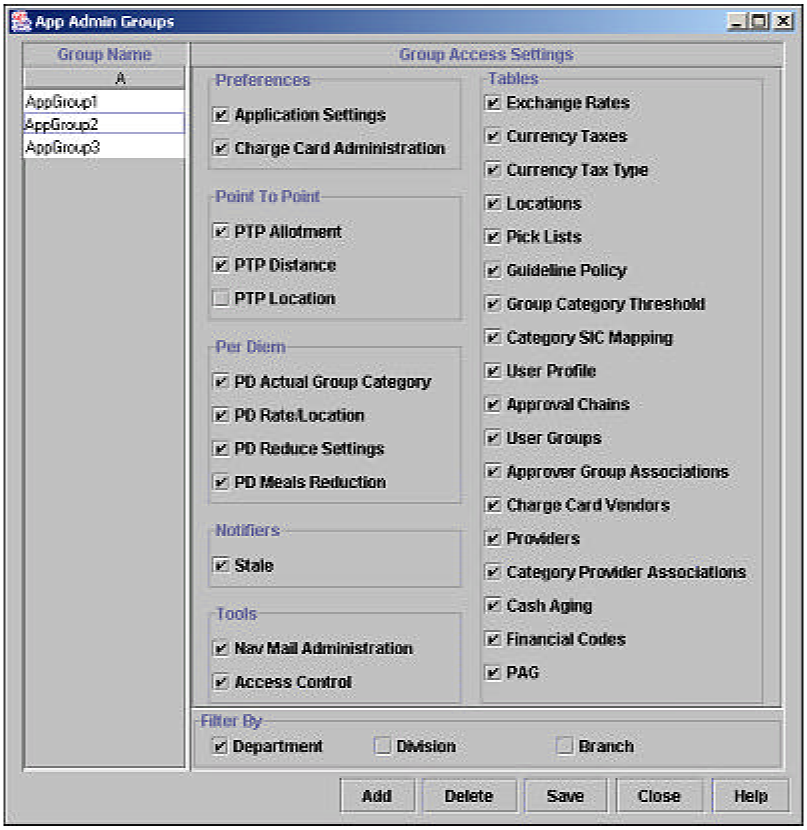
Use the App Admin Group window to create and modify Admin Groups.

Note: The App Admin Group window can only be accessed when AdministratER has been logged in using NAVSYS.

Admin Group

An Admin Group is a group of window access privileges assigned to an Administrator. The purpose of the Admin Group is to restrict access to selected windows in the AdministratER application. An Admin Group can be assigned to an Administrator's user profile on the Privileges tab of the User Profile window.

Example



AppGroup1
AppGroup2
AppGroup3

Preferences
☑ Application Settings
☑ Charge Card Administration

Point To Point
☑ PTP Allotment
☑ PTP Distance
☐ PTP Location

Per Diem
☑ PD Actual Group Category
☑ PD Rate/Location
☑ PD Reduce Settings
☑ PD Meals Reduction

Notifiers
☑ Stale

Tools
☑ Nav Mail Administration
☑ Access Control

Tables
☑ Exchange Rates
☑ Currency Taxes
☑ Currency Tax Type
☑ Locations
☑ Pick Lists
☑ Guideline Policy
☑ Group Category Threshold
☑ Category SIC Mapping
☑ User Profile
☑ Approval Chains
☑ User Groups
☑ Approver Group Associations
☑ Charge Card Vendors
☑ Providers
☑ Category Provider Associations
☑ Cash Aging
☑ Financial Codes
☑ PAG

Filter By
☑ Department ☐ Division ☐ Branch

Continue on next page…

To open the App Admin Group window:

1. Display the AdministratER Main Screen.
2. From the **Tools** menu, select **Application Administrator Group**.

   Result: The App Admin Group window will appear.

   Note: The App Admin Group window can only be accessed when AdministratER has been logged in using NAVSYS.

To create a new Admin Group:

1. Click the **Add** button.

   Result: A blank row will be added to the bottom of the Group Name list.
2. To grant the user access to a particular window in the AdministratER application, click the check box beside the window name.
3. In the **Filter By** area, select one of the following options:
   - Department - Grant the Administrator access to only the user profiles belonging to the employees in the Administrator's department.
   - Division - Grant the Administrator access to only the user profiles belonging to the employees in the Administrator's division.
   - Branch - Grant the Administrator access to only the user profiles belonging to the employees in the Administrator's branch

   Note: The Administrator may view user profiles from the User Profile window.
4. To save the new Admin Group, click the **Save** button.
5. To close the App Admin Group window, click the **Close** button.

To delete an Admin Group:

1. From the Group Name list, select the Admin Group you wish to delete.
2. Click the **Delete** button.

   Result: The Admin Group will be deleted from the Group Name list.
3. To save your changes, click the **Save** button.

Multiple Administrator Solution

If your company wishes to operate AdministratER using multiple Administrators, each user must be granted AdministratER access in their user profile. To login to AdministratER, each Administrator would use their NavigatER login ID and password.

Assigning AdministratER Access:

1. Open the User Profile window.
2. Locate the user profile of the employee to whom you wish to assign AdministratER access.
3. Click the **Privileges** tab.
4. Click the **Admin Privileges** tab.
5. Select the ☑ **AdministratER** check box.
6. Click the **Save** button.
7. To close the User Profile window, click the **Close** button.
8. Perform a Corporate Download.

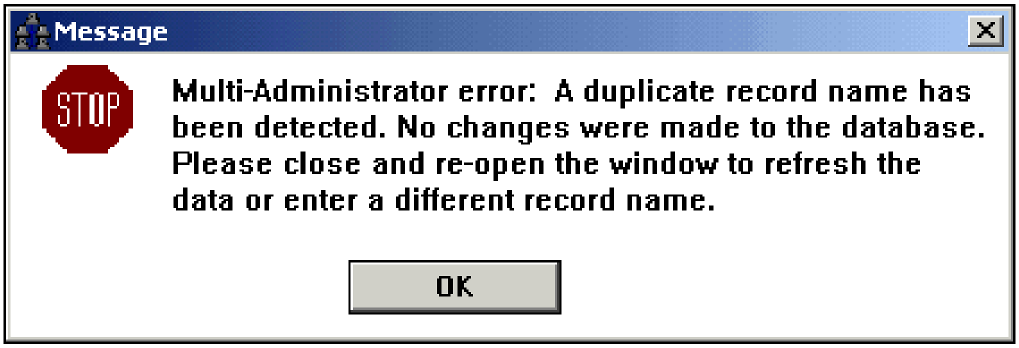
   Result: The user may now login to AdministratER using their NavigatER login ID and password.

See Also

- Information Conflicts Resulting From Multiple Administrators
- App Admin Group Window

Information Conflicts Resulting From Multiple Administrators

When two Administrators attempt to enter the same information, at the same time, using the AdministratER application, the Administrator who saves their information last will receive the following error message:



Multi-Administrator error: A duplicate record name has been detected. No changes were made to the database. Please close and re-open the window to refresh the data or enter a different record name.

This error message will appear when two Administrators are performing the following tasks at the same time:

Window Name	*Task*
Approval Chain	Creating the same approval chain.
Category SIC Mapping Window	Creating the same SIC code.
Charge Card Vendors Window	Creating the same charge card vendor.
Currency Tax Type	Creating the same tax type for the same currency code.
Currency Taxes Window	Creating the same tax name for the same currency code.
Exchange Rates Window	Creating the same currency code.
Group Category Threshold Window	Creating the same Group Category Threshold Group.
Locations Window	Entering the same country. Entering the same state within the same country. Entering the same county, within the same state, within the same country.

Continue on next page…

Information Conflicts Resulting From Multiple Administrators

Window Name	*Task*
Per Diem Location Window	Entering the same country. Entering the same state within the same country. Entering the same county, within the same state, within the same country. Entering the same city, within the same county, within the same state, within the same county.
Pick List window	Creating the same category. Creating the same client code. Creating the same default charge card category. Creating the same GL Code. Creating the same guideline level. Creating the same hotel folio sub-category. Creating the same method of payment. Creating the same reason. Creating the same unit type.
Provider Window	Creating the same Provider.
Providers Window	Creating the same provider.
PTP Allotment Window	Creating the same allotment code.
PTP Location	Entering the same country. Entering the same state within the same country. Entering the same county, within the same state, within the same country. Entering the same city, within the same county, within the same state, within the same county.

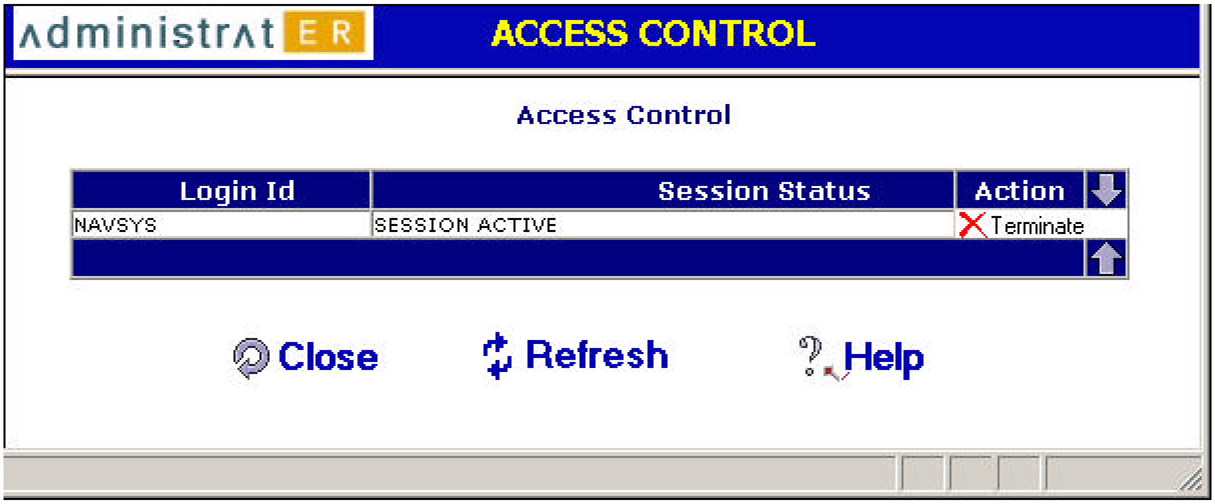
Additional Conflicts

When two Administrators are modifying the same information, at the same time, in the AdministratER application, the information that was saved by the first Administrator will be overwritten by the information saved by the second Administrator.

Access Control Screen

If a user reports their NavigatER session hanging, use the Access Control screen to terminate their session; thus allowing the user to restart their NavigatER session.

Example



Login Id	Session Status	Action
NAVSYS	SESSION ACTIVE	✕ Terminate

To open the Access Control screen:

1. Display the AdministratER Main Screen.
2. From the **Tools** menu, select **Access Control**.

To terminate a user session:

1. Click the Terminate button beside the user's session status.

   Note: If the user's session is hanging, the Session Status field should display "Session Hung".

   Result: The user's session will disappear from the Access Control screen. You may advise the user that he or she may restart their NavigatER session.

Chapter 10

- Point to Point (PTP) Related Topics

In this chapter…

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PTP Allotment Window____ 269

PTP Distance Window____ 273

PTP Location Window____ 276

Point to Point (PTP) Functionality

The Point to Point (PTP) functionality provides users with the correct distance between two locations in order to calculate a user's mileage reimbursement entitlement.

The Point to Point functionality can be activated by setting the Support PTP Functionality field to "Yes" on the Application Settings window.

PTP Topics

	Topics	*Description*
1)	**Expense Report Tab**	The Support PTP Functionality field has been added to the Expense Report tab on the Application Settings window. To activate the PTP functionality, you must set the Support PTP Functionality field to "Yes". If the field is set to "No", the functionality will remain disabled. Consequently, all of the PTP functionality below will be disabled.
2)	**User Profile Window**	The Point to Point Tab has been added to the User Profile window. The Point to Point Tab allows the Administrator to set the user's PTP settings.
3)	**PTP Allotment Window**	Contains validation rules for department policies. If the Vicinity Miles Allowed field is set to "Yes", the VM Per Segment Allowance field will be mandatory. The Administrator must enter a value in the VM Per Segment Allowance field. The VM Per Segment Allowance field cannot be left blank. If the Time Required field is set to "Yes", the Miles Per Hour field will be mandatory. The Administrator must enter a value in the Miles Per Hour field. The Miles Per Hour field cannot be left blank. The Batching Agency field has been added to the PTP Allotment window.
4)	**Add New Allotment Window**	Used to create new allotment codes.
5)	**POP Mileage Rate Window**	Used to apply, add, modify, and delete Period of Performance (POP) Mileage Rates.
6)	**Add New Mileage Rate Window**	Used to create new Period of Performance (POP) Mileage Rates.
7)	**PTP Distance Window**	Used to create, deactivate, and reactive Distance Records.

Continue on next page…

PTP Topics

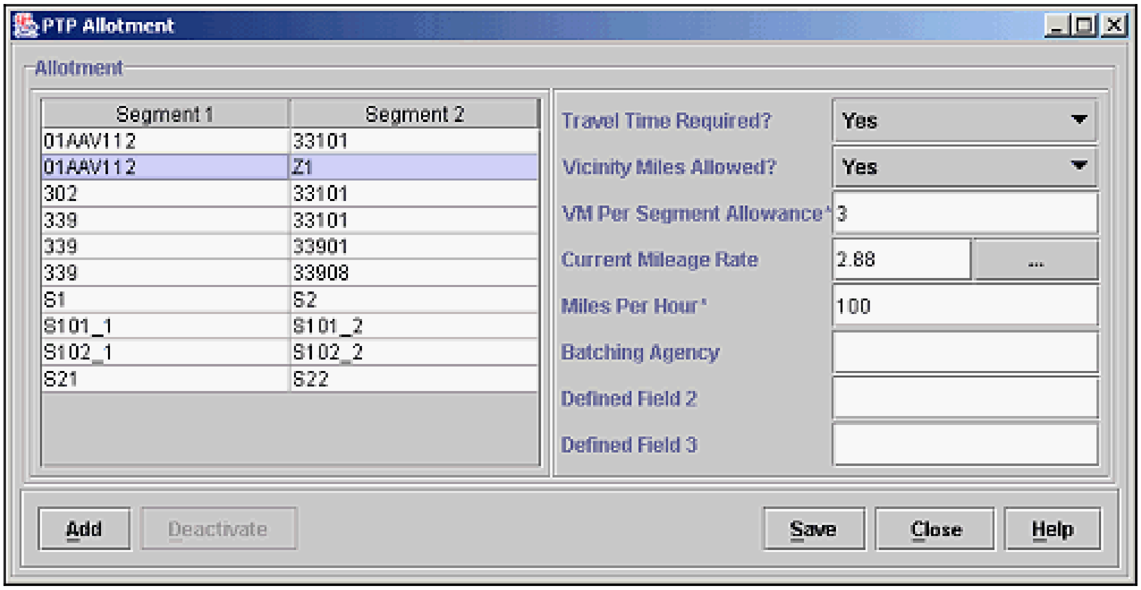
	Topics	***Description***
8)	**Add a New Distance Window**	Used to create new distance records.
9)	**PTP Location Window**	Used to create, apply, deactivate, and reactivate locations.
10)	**Add New Location Window**	Used to add new locations.

PTP Allotment Window

Use the PTP Allotment window to:

- Create new allotment codes.
- Assign and modify PTP settings to allotment codes.

Example



Segment 1	Segment 2
01AAV112	33101
01AAV112	Z1
302	33101
339	33101
339	33901
339	33908
S1	S2
S101_1	S101_2
S102_1	S102_2
S21	S22

Travel Time Required? Yes
Vicinity Miles Allowed? Yes
VM Per Segment Allowance* 3
Current Mileage Rate 2.88 ...
Miles Per Hour* 100
Batching Agency
Defined Field 2
Defined Field 3

To open the PTP Allotment window:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **PTP > Allotment**.

   Result: The PTP Allotment window will appear.

Continue on next page…

Allotment Codes

Allotment codes are used to assign PTP settings to users. Each allotment code is assigned the following PTP settings:

Setting	***Field***
Miles per hour restrictions, Yes or No?	Travel Time Required field
Permission to enter vicinity mileage, Yes or No?	Vicinity Miles Allowed field
Vicinity Mileage Allowable (per trip leg)	VM Per Segment Allowance field
Mileage Rate	Current Mileage Rate field
Miles per hour allowable	Miles Per Hour field
Batching Agency Code	Batching Agency field

A user's personal profile can be assigned a default allotment code from the Point to Point tab on the User Administration window.

When a user records a mileage expense using the Point To Point window, the employee's PTP settings (e.g. mileage rate) will be taken from their default allotment code.

Window Fields

Setting	***Field***
Travel Time Required?	Click inside the Time Required field and select either "Yes" or "No". Default value set to "Yes". If set to "Yes", the Submitter will be required to complete the start and end time fields on the Point to Point window (Submit/Approve Module). **Note:** The start and end time will be used to calculate the employee's average speed throughout their trip. The employee's expense claim will be flagged if their average speed exceeds their miles per hour allowable. **New**: If set to "Yes", the Miles Per Hour field on the PTP Allotment window will be mandatory. The Administrator must enter a value in the Miles Per Hour field. If set to "No", the start and end times fields will not appear on the Point to Point window. **Note:** MPH will not be calculated

Continue on next page…

Window Fields, continued

Setting	*Field*
Vicinity Miles Allowed?	Click inside the Vicinity Miles Allowed field and select either "Yes" or "No". Default value set to "Yes". If set to "Yes", the Point to Point window will display the Vicinity and Vicinity Description fields. The Submitter may use the Vicinity field to claim their vicinity mileage. **Note:** Vicinity mileage represents the mileage accumulated while driving within the city limits of the trip destination, during a single trip leg. **NEW**: If set to "Yes", the VM Per Segment Allowance field on the PTP Allotment window will be mandatory. The Administrator must enter a value in the VM Per Segment Allowance field. If set to "No", the Vicinity field and the Vicinity Description field will not appear on the Point to Point window.
VM Per Segment Allowance	Enter the vicinity mileage allowable for a single trip leg. This amount represents the maximum number of miles a user can claim as their vicinity mileage for each leg of their trip. **Note:** Vicinity mileage represents the mileage accumulated while driving within the city limits of the trip destination, during a single trip leg. On the Point to Point window, if a Submitter enters an amount in the Vicinity field that is greater than the number of miles entered in the VM Per Segment Allowance field, the trip record will be flagged. If the Vicinity Miles Allowed field is set to "No", the VM Per Segment Allowance field will be disabled. **New**: If the Vicinity Miles Allowed field is set to "Yes", the VM Per Segment Allowance field will be mandatory. Therefore, VM Per Segment Allowance field cannot be left blank.
Current Mileage Rate	The default value is "Blank". The Current Mileage Rate field always displays the mileage rate for the current date. This field cannot be modified directly. The mileage rate is taken from the POP Mileage Rate window. Each mileage rate on the POP Mileage Rate window is assigned to a specific date range. If the current date falls within the date range of one of the mileage rates, the Current Mileage Rate field will display that mileage rate. If the current date does not fall within the date range of one of the mileage rates, the Current Mileage Rate field will be blank. To add or modify a mileage rate on the POP Mileage Rate window, click the ... button beside the Current Mileage Rate field.

Continue on next page…

Window Fields, continued

Setting	Field
Miles Per Hour	Enter the miles per hour allowable amount. This amount represents the speed threshold the user must maintain throughout their trip. This field will be disabled if the Travel Time Required field is set to "No". **NEW**: If the Time Required field is set to "Yes", the Miles Per Hour field will be mandatory. The Miles Per Hour field cannot be left blank. When a Submitter enters their start and end time on the Point to Point window, the program will calculate their average speed throughout their trip. If the employee’s average speed exceeds their miles per hour allowable, their expense claim will be flagged.
Batching Agency	Enter the Batching Agency Code associated with the selected PTP Allotment code.
Defined Field 2 and 3	For future use.

Window Buttons

Button	Description
Add	To create a new allotment code, click the Add button to open the Add New Allotment window.
Deactivate	To deactivate an existing allotment code, select the allotment code and click the Deactivate button.
Save	To save your changes, click the Save button.
Close	To close the PTP Allotment window without saving your changes, click the Close button.

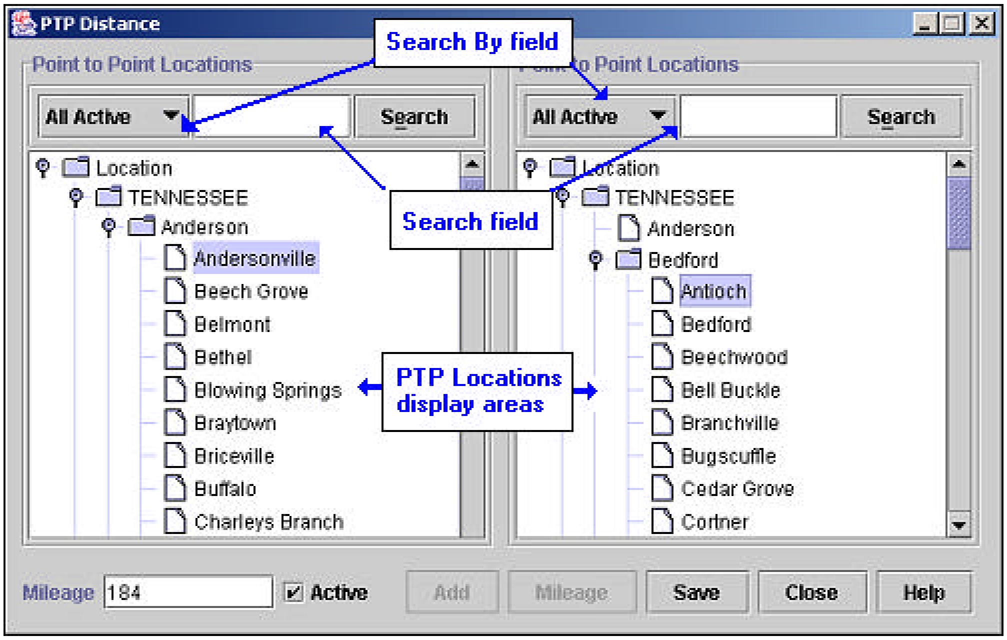
PTP Distance Window

Use the PTP Distance window to create, deactivate, and reactive Distance Records.

Distance Records

Distance Records display the mileage between two specific locations. Once a Distance Record has been created, an employee may select the record on the Point to Point window (Submit/Approve Module) when recording his/her business trip information.

Example


PTP Distance
Search By field
Point to Point Locations
All Active
Search
Search field
Location
TENNESSEE
Anderson
Andersonville
Beech Grove
Belmont
Bethel
Blowing Springs
Braytown
Briceville
Buffalo
Charleys Branch
PTP Locations display areas
Point to Point Locations
All Active
Search
Location
TENNESSEE
Anderson
Bedford
Antioch
Bedford
Beechwood
Bell Buckle
Branchville
Bugscuffle
Cedar Grove
Cortner
Add
Mileage
Save
Close
Help

Mileage 184 ☑ Active

To open the PTP Distance window:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **PTP > Distance**.

   Result: The PTP Distance window will appear.

Use this window to:

- Add a Distance Record
- Search for a PTP Location
- Deactivate a Distance Record
- Reactivate a Distance Record

Continue on next page…

To add a Distance Record:

1. Using the PTP Locations display area on the left-hand side of the window, search through the hierarchy of locations and select the city representing the point of origin.

   Note: You may also search for a specific location using the Search field. For more information, see the procedure Searching for a Location located below.

2. Using the PTP Locations display area on the right-hand side of the window, search through the hierarchy of locations and select the city representing the destination.

   Result: If the Mileage field appears blank, you will be required to enter the correct distance between the two cities. If an amount appears in the Mileage field, then a distance record already exists for the two cities.

3. Click the **Add** button.
4. In the **Mileage** field, enter the correct distance between the two cities.

   - or -

   If you do not know the correct distance, you may click the **Mileage** button which will calculate the distance for you using the Mile Exchange Server. The distance amount will be added directly to the Mileage field. If the server cannot calculate the distance, a message window will appear.

5. To save the new distance record, click the **Save** button.
6. To close the PTP Distance window, click the **Close** button.

Search for a PTP Location

1. Click inside the **Search By** field (currently displaying "All Active") and select City from the drop-down list.
2. In the **Search** field, enter the name of the city.
3. Click the **Search** button.

   Result: The PTP Locations display area will pinpoint the location of the city within the PTP locations hierarchy; thus saving you the trouble of having to search through the hierarchy manually.

To deactivate a Distance Record:

1. Select a city in each of the two PTP Locations display areas.

   Result: If the Mileage field appears blank, then the two cities have not been assigned a distance record. If an amount appears in the Mileage field, then you may modify the distance record assigned to the two cities.

2. De-select the **Active** check box.
3. To save your changes, click the **Save** button.

Continue on next page…

To reactivate a Distance Record:

1. Select a city in each of the two PTP Locations display areas.

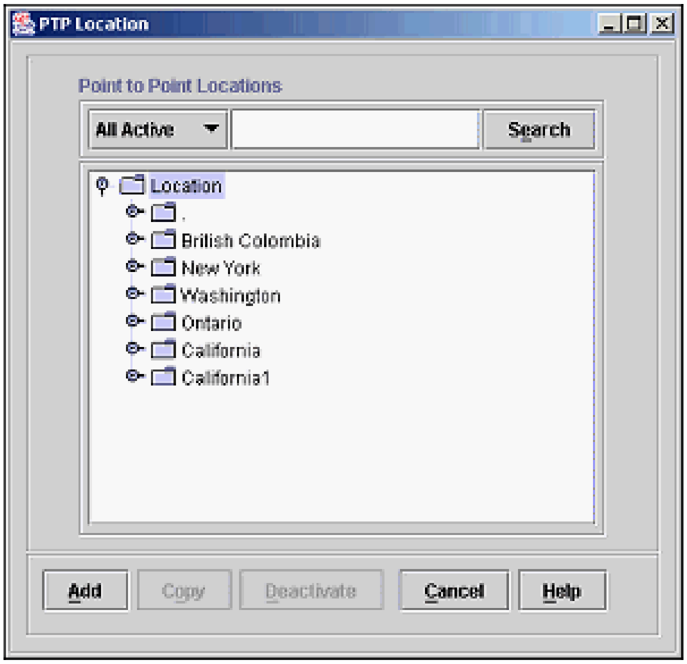
   Result: If the Mileage field appears blank, then the two cities have not been assigned a distance record. If an amount appears in the Mileage field, then you may modify the distance record assigned to the two cities.
2. Select the **Active** check box.
3. To save your changes, click the **Save** button.

PTP Location Window

The PTP Location window has four primary functions:

1. When opened from the AdministratER Main window, the PTP Location window is used to create, deactivate, and reactivate locations (country, state, city). These locations will serve as default points of origin for users who are claiming a mileage expense.
2. On the Add New Distance window, when the Origin button is clicked, the PTP Location window will open so that you may select a location to represent the point of origin.
3. On the Add New Distance window, when the Destination button is clicked, the PTP Location window will open so that you may select a location to represent the destination.
4. When opened from the User Profile window, the PTP Location window is used to select a location as a user's default point of origin location.

Example


PTP Location
Point to Point Locations
All Active
Search
Location
.
British Colombia
New York
Washington
Ontario
California
California1
Add
Copy
Deactivate
Cancel
Help

To open the PTP Location window from the AdministratER Main window:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **PTP > Location**.

   Result: The PTP Location window will appear.

Continue on next page…

To open the PTP Location window from the AdministratER Main window, continued

3. You may use the PTP Location window to perform the following tasks:
    - Add a New Location
    - Add a New Location Within an Existing County
    - Search for a Location
    - Deactivate a Location
    - Reactivate a Location

To open the PTP Location window from the User Profile window:

1. Display the User Profile Window.
2. Display the personal profile of the user who's default origin you wish to set.
3. Click on the **Point to Point** tab.
4. Click the browse button ... beside the Default Origin field.

    Result: The PTP Location window will appear.

5. Search for the location you wish to choose.

    Note: For instructions on how to search for a location, see the topic Search for a Location (located below).

6. Select the folder 📁 representing the location you have chosen to be the user's default origin location.
7. Click the **Apply** button.

    Result: The PTP Location window will close. The selected location will appear in the Default Origin field in the user's personal profile.

To open the PTP Location window from the Add New Distance window:

1. Open the PTP Distance window.
2. Click the **Add** button.

    Result: The Add New Distance window will appear.

3. To complete the Origin field, click the **Origin** button.

    - or -

    To compete the Destination field, click the **Destination** button.

    Result: The PTP Location window will appear.

4. Search for the location you wish to choose.

    Note: For instructions on how to search for a location, see the topic Search for a Location (located below).

5. Select the folder 📁 representing the desired location.

Continue on next page…

To open the PTP Location window from the Add New Distance window, continued

6. Click the **Apply** button.

   Result: The PTP Location window will close. The selected location will either appear in the Origin field or the Destination field, depending on which button you clicked in Step 3).

Adding a New Location

1. Click the **Add** button.

   Result: The Add New Location window will appear.

2. Complete the State, County and City fields.

   Note: These fields are mandatory.

3. Click the **Apply** button.

   Result: A new location folder will appear.

Adding a New Location Within an Existing County

1. Select the folder 📁 representing the county where the new location is located.
2. Click the **Copy** button.

   Result: The Add New Location window will appear with the select county and state already added.

3. In the **City** field, enter the name of the new location.
4. Click the **Apply** button.

   Result: The new location folder will appear within the selected county.

Search for a Location

1. Click on the Search By field and select one of the following search by options:
   - **All Active** - Search through all active locations
   - **State** - Search by state.
   - **County -** Search by county.
   - **City** - Search by city.
   - **All Inactive** - Search through all inactive locations.
2. In the blank field located beside the Search button, enter all or part of the name of the location you are searching for.

   - or -

   Leave this field blank to display all locations.

3. Click the **Search** button.

   Result: All of the locations found in the search criteria will be displayed.

Continue on next page…

Deactivate a Location

1. Select the folder 📁 representing the location you wish to deactivate.
2. Click the **Deactivate** button.
3. Click the **Yes** button on the confirmation window.

   Result: The selected location folder will be removed from the list of active locations. To reactivate a location, see the topic Reactivate a Location (located below).

   Note:

   - Locations can be deactivated if and only if they have not been used when associating locations through the "Point to Point Miles Maintenance" window.
   - If a Location is deactivated and has been already been selected as a user's default origin location, the Default Origin field will become blank in the user's personal profile.
   - If a location cannot be deactivated an error message will be displayed. The message will describe the reason why the location could not be deactivated.
4. To save your changes, click the **Save** button.

Reactivate a Location

1. Click on the **Search By** field and select the **All Inactive** option.
2. Click the **Search** button.

   Result: All of the inactive locations will be displayed.
3. Select the folder 📁 representing the location you wish to reactivate.
4. Click the **Activate** button.

   Result: The selected location folder will be removed from the list of inactive locations and will reappear on the list of active location.
5. To save your changes, click the **Save** button.

Chapter 11

- Per Diem Related Topics

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  Add a Per Diem Rate to an Existing Location 284
  View Per Diem Rates 286
Reduce Settings Screen 287
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  Modifying M&IE Reduction Rates for Foreign Locations 292
Actuals Group Category Window 293

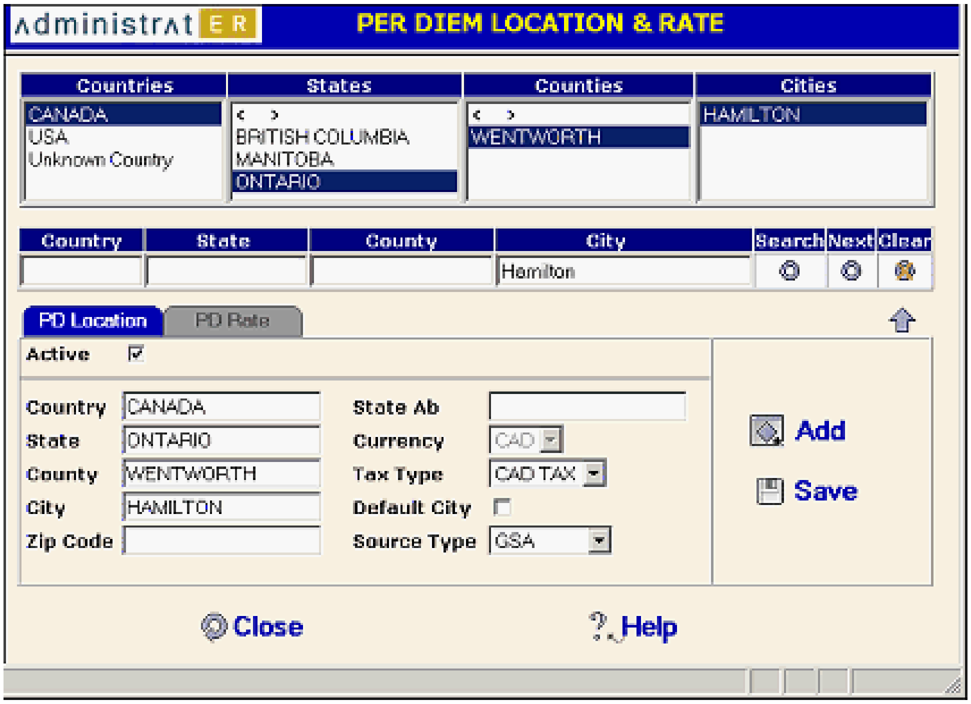
Per Diem Location & Rate Screen

The Per Diem Location & Rate screen has two primary functions:

1. Add and modify per diem locations.
2. Assign per diem rates to foreign and domestic cities for lodging and meal expenses.

Note: Per diem locations cannot be deleted. Per diem rates cannot be modified or deleted.

Example



Countries	States	Counties	Cities
CANADA	< >	< >	HAMILTON
USA	BRITISH COLUMBIA	WENTWORTH	
Unknown Country	MANITOBA		
	ONTARIO		

Country	State	County	City
			Hamilton

Active ☑

Country	CANADA	State Ab	
State	ONTARIO	Currency	CAD
County	WENTWORTH	Tax Type	CAD TAX
City	HAMILTON	Default City	☐
Zip Code		Source Type	GSA

To open the Per Diem Location & Rate screen:

1. Display the AdministratER Main Screen.
2. From the Tab**les** menu, select **Per Diem > Rate/Location**.

Use this screen to:

- Add a Per Diem Location and Rate
- Add a Per Diem Rate to an Existing Location
- View Per Diem Rates

Add a Per Diem Location and Rate

Use the Per Diem Location & Rate screen to add per diem locations and rates that do not already exist in the per diem locations database.

Important: Once a per diem location and rate has been saved, it cannot be deleted; however, a per diem location and rate can each be deactivated.

To add a per diem location:

1. Open the Per Diem Location & Rate screen.
2. Click the **Add** button.
3. Complete the following fields on the PD Location tab:

Field Name	***Description***
Country/State/County	Enter the name of the country, state or county in which the new per diem location is located.
City	Enter the name of the new per diem location.
Zip Code	Enter the location's zip code.
State Ab	Enter the state abbreviation.
Currency	Click inside the Currency field and select the currency used by the new per diem location. **Note:** See the topic Currency Codes for a list of currency code abbreviations.
Tax Type	Click inside the Tax Type field and select the Tax Type used by the per diem location.
Default City ☑	To make the newly added location the new default city, select the Default City check box.
Source Type	Click inside the Source Type field and select the source that provided the per diem rates. • GSA - General Services Administration provides rates for the continental United States. • DoS - Department of State provides rates for non-U.S. overseas locations. • PDATATC - Per Diem Travel and Transportation Allowance Committee provides rates for overseas United States areas. • Internal

Continue on next page…

To add a per diem location, continued

Field Name	***Description***
Active ☑	To deactivate the per diem location, de-select the Active check box. Otherwise, make sure that the Active check box ☑ is selected.

4. To save the new per diem location, click the **Save** button.

   Note: Once a per diem location has been saved, it cannot be deleted.

5. Click the **PD Rate** tab.
6. To add a new per diem rate, make sure that the ● **Per Diem** button is selected.

   - OR -

   To add a new corporate rate, select the ● **Corporate** button.

7. To add a new M&IE rate (meal & incidental expenses), select the ● **M&IE PD Category** button.

   - OR -

   To add a new lodging rate, select the ● **Lodging PD Category** button.

8. Click the **Add** button.

   Result: A new row representing the new rate will be added.

9. In the **From** column, use the drop-down fields to select the beginning date of the date range in which the new rate will be valid.
10. In the **To** column, use the drop-down fields to select the ending date of the date range in which the new rate will be valid.
11. In the **Effective** column, use the drop-down fields to select the date when the new rate will take affect.
12. In the **Expiration** column, use the drop-down fields to select the date when the new rate will expire.
13. In the **Rate** field, enter the new rate amount.
14. To ensure that the new rate is active, make sure that the **Active** check box is selected.
15. To save the new rate, click the **Save** button.

    Note: Once a rate has been saved, it cannot be deleted or modified.

16. To close the Per Diem Location & Rate screen, click the **Close** button.

Add a Per Diem Rate to an Existing Location

Use the Per Diem Location & Rate screen to add a new per diem or corporate rate to an existing location.

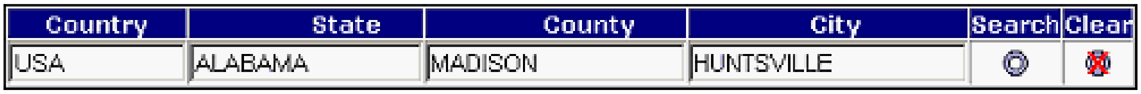
Important: Once a per diem rate has been saved, it cannot be modified or deleted; however, a per diem rate can be deactivated.

To add a per diem rate to an existing location:

1. Open the Per Diem Location & Rate screen.
2. In the **City** field, enter the name of the per diem location.

   - AND/OR -

   To narrow your search, enter the name of the country, state and county where the per diem location is found.

Country	State	County	City	Search	Clear
USA	ALABAMA	MADISON	HUNTSVILLE		

3. Click the **Search** button.

   Result: The first city that matches the search criteria will appear in the PD Location tab.

4. If the correct location does not appear in the PD Location tab, select the correct location from **Cities** display list.
5. Click the **PD Rate** tab.

   Result: The PD Rate tab will list all of the per diem meal and lodging rates for the selected location.

6. To add a new per diem rate, make sure that the ● **Per Diem** button is selected.

   - OR -

   To add a new corporate rate, select the ● **Corporate** button.

7. To add a new M&IE rate (meal & incidental expenses), select the ● **M&IE PD Category** button.

   - OR -

   To add a new lodging rate, select the ● **Lodging PD Category** button.

8. Click the **Add** button.

   Result: A new row representing the new rate will be added.

9. In the **From** column, use the drop-down fields to select the beginning date of the date range in which the new rate will be valid.
10. In the **To** column, use the drop-down fields to select the ending date of the date range in which the new rate will be valid.
11. In the **Effective** column, use the drop-down fields to select the date when the new rate will take affect.

Continue on next page…

To add a per diem location, continued

12. In the **Expiration** column, use the drop-down fields to select the date when the new rate will expire.
13. In the **Rate** field, enter the new rate amount.
14. To ensure that the new rate is active, make sure that the **Active** check box is selected.
15. To save the new rate, click the **Save** button.

    Note: Once a rate has been saved, it cannot be deleted or modified.
16. To close the Per Diem Location & Rate screen, click the **Close** button.

See Also

- Add a Per Diem Location and Rate
- View Per Diem Rates

View Per Diem Rates

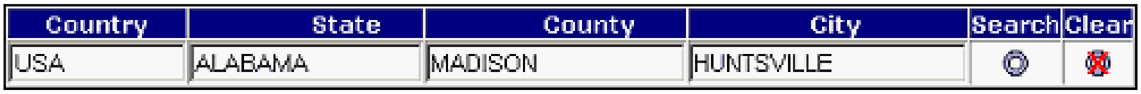
Use the Per Diem Location & Rate screen to view the per diem lodging and meal rates for a specific city.

To view the per diem rates for a specific city:

1. Open the Per Diem Location & Rate screen.
2. In the **City** field, enter the name of the per diem location.

   - AND/OR -

   To narrow your search, enter the name of the country, state and county where the per diem location is found.

Country	State	County	City	Search	Clear
USA	ALABAMA	MADISON	HUNTSVILLE		

3. Click the **Search** button.

   Result: The first city that matches the search criteria will appear in the PD Location tab.

4. If the correct location does not appear in the PD Location tab, select the correct location from **Cities** display list.
5. Click the **PD Rate** tab.

   Result: The PD Rate tab will list all of the per diem meal and lodging rates for the selected location.

6. To display per diem rates, make sure that the ● **Per Diem** button is selected.

   - OR -

   To display corporate rates, select the ● **Corporate** button.

7. To display M&IE rates (meal & incidental expenses), select the ● **M&IE PD Category** button.

   - OR -

   To display lodging rates, select the ● **Lodging PD Category** button.

8. To close the Per Diem Location & Rate screen, click the **Close** button.

See Also:

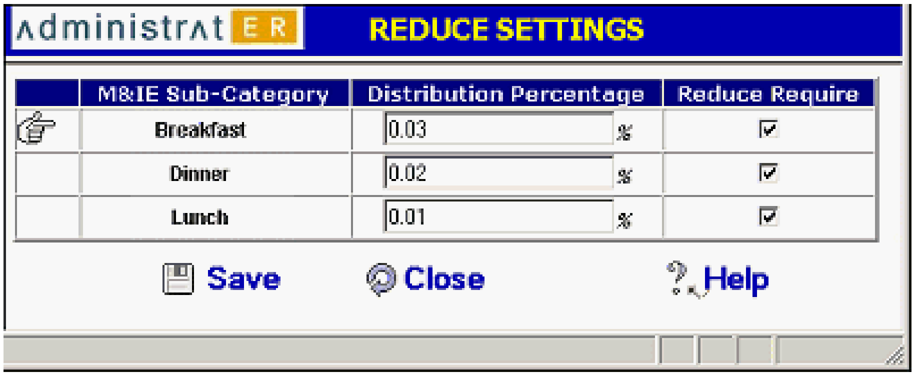
- Add a Per Diem Location and Rate
- Add a Per Diem Rate to an Existing Location

Reduce Settings Screen

Use the Reduce Settings screen to set the reduction percentage for each M&IE category (breakfast, lunch, dinner). These reduction percentages will only affect M&IE allowance claims made by users traveling outside the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Note: M&IE allowance claims made by users traveling within CONUS will be reduced according to the M&IE reduction rates set on the Meals Reduction screen.

Example



	M&IE Sub-Category	Distribution Percentage	Reduce Require
	Breakfast	0.03 %	☑
	Dinner	0.02 %	☑
	Lunch	0.01 %	☑

To open the Reduce Settings screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Per Diem** > **Reduce Setting**.

Use this screen for:

- Modifying M&IE Reduction Rates for Foreign Locations

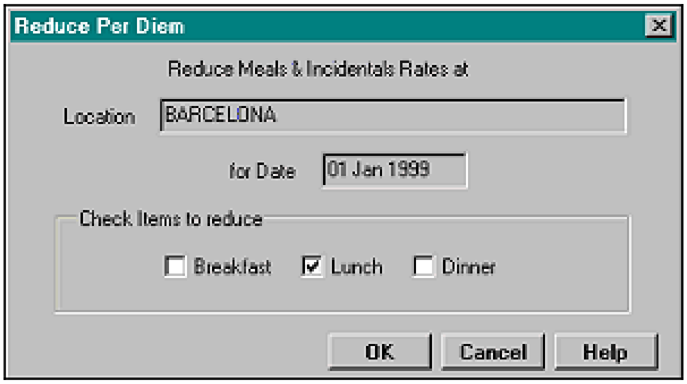
Notes about the Reduce Settings Screen

- The reduction percentages for the three M&IE categories cannot total more than 99%. At least 1% must be left for incidentals.

Continue on next page…

Background Information

- Per Diem Users are entitled to claim a daily M&IE allowance. The M&IE allowance is comprised of three M&IE categories; breakfast, lunch, and dinner.
- If an employee is not entitled to claim one or more of the three M&IE categories, the employee must remove that meal from their M&IE allowance claim.
- For example, if an employee attends a convention where a lunch was provided with the cost of admission, the employee would not be entitled to claim the lunch portion of their M&IE allowance for that day.
- In order to remove a meal from their M&IE allowance claim, the user must open the Reduce Per Diem window and select the Lunch check box. As a result, the user's M&IE allowance would be reduced according to the reduction percentage set for the lunch category on the Reduce Settings screen (set by the Application Administrator).



Location BARCELONA

for Date 01 Jan 1999

☐ Breakfast ☑ Lunch ☐ Dinner

Example Scenario

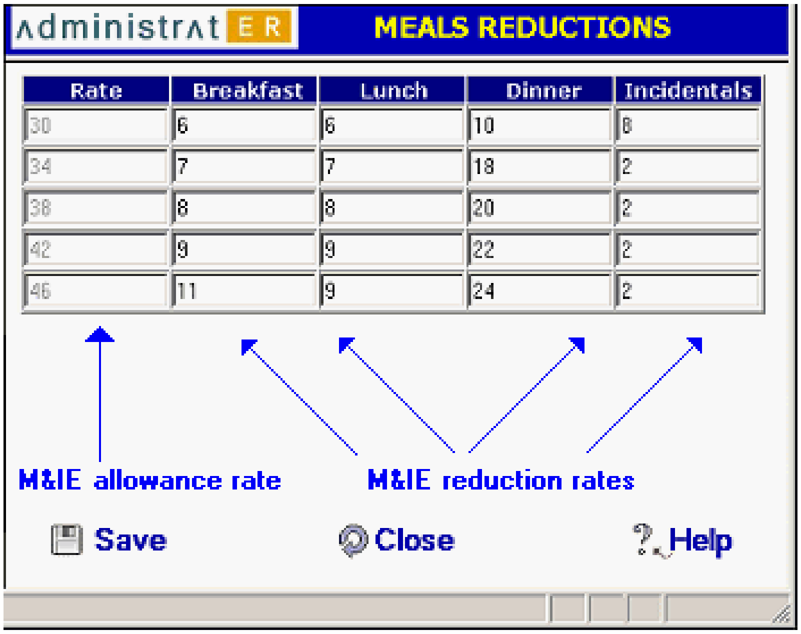
- On the Reduce Settings screen, the reduction percentage for the M&IE category "lunch" has been set to 24%.
- An employee traveling on business to London, England is entitled to an M&IE allowance of $30.00.
- The employee attends a convention where a lunch is provided with the cost of admission. Therefore, the employee would not be entitled to claim the lunch portion of their M&IE allowance for that day.
- When the employee creates an expense report for their trip to London, they must open the Reduce Per Diem window and select the Lunch check box to indicate that they were not entitled to claim a lunch per diem on the day of the convention.
- As a result, the user's M&IE allowance would be reduced according to the reduction percentage set for the lunch category on the Reduce Settings screen.
- Since the reduction percentage for the M&IE category "lunch" has been set to 24%, the employee's M&IE allowance rate will be reduced by 24%; thus leaving the employee with an M&IE allowance of $22.80.

Meals Reduction Screen

Use the Meals Reduction screen to set the M&IE reduction rates for each M&IE category (breakfast, lunch, dinner). These M&IE reduction rates will only affect M&IE allowance claims made by users traveling within the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Note: M&IE allowance claims made by users traveling outside CONUS will be reduced according to the reduction percentages set on the Reduce Settings screen.

Example



Rate	Breakfast	Lunch	Dinner	Incidentals
30	6	6	10	8
34	7	7	18	2
38	8	8	20	2
42	9	9	22	2
46	11	9	24	2

To open the Meals Reduction screen:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Per Diem > Meals Reduction**.

   Result: The Meals Reduction screen will appear.

Use this screen for:

- Modifying M&IE Reduction Rates for Domestic Locations
- Modifying M&IE Reduction Rates for Foreign Locations

Continue on next page…

M&IE Reduction Rates

M&IE reduction rates define the amount an M&IE allowance will be reduced when a user is not entitled to one of the three M&IE allowance categories; breakfast, lunch, dinner.

Example Scenario:

- An employee traveling on business to Chicago is entitled to an M&IE allowance of $30.00.
- If the employee attends a convention where a lunch is provided with the cost of admission, the employee would not be entitled to claim the lunch portion of their M&IE allowance for that day.
- When the employee creates an expense report for their Chicago trip, they must open the Reduce Per Diem window and select the Lunch check box to indicate that they were not entitled to claim a lunch per diem on the day of the convention.
- As a result, the user's M&IE allowance would be reduced according to the "lunch" M&IE reduction rate set for the M&IE allowance rate of $30.00 (which is set up on the Per Diem Meals Reduction screen).
- In the screen-shot below, the M&IE allowance rate of $30.00 has been assigned an M&IE reduction rate of $8.00 for the lunch category.
- Therefore, the employee's M&IE allowance, on the day of the convention, would be reduced by $8.00; thus leaving the employee with an M&IE allowance of $22.00.

M&IE reduction rates are set by government, however, the Application Administrator may modify these rates using the Meals Reduction screen.

Understanding the Meals Reduction Screen

- The values in the Rate column represent the M&IE allowance rate. Allowance rates cannot be modified.
- The values in the Breakfast, Lunch, Dinner and Incidentals columns represent the M&IE reduction rates.
- The M&IE allowance rate is calculated by adding together the values in the Breakfast, Lunch, Dinner and Incidentals columns.

  Rate = Breakfast + Lunch + Dinner + Incidentals
- When an M&IE reduction rate is modified, the M&IE allowance rate will adjust accordingly.
- An employee cannot reduce their the incidentals portion of their M&IE allowance.

Modifying M&IE Reduction Rates for Domestic Locations

Use the Meals Reduction screen to set the M&IE reduction rates for each M&IE category (breakfast, lunch, dinner). These M&IE reduction rates will only affect M&IE allowance claims made by users traveling within the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Note: M&IE allowance claims made by users traveling outside CONUS will be reduced according to the reduction percentages set on the Reduce Settings screen.

Understanding the Meals Reduction Screen

- The values in the Rate column represent the M&IE allowance rate. Allowance rates cannot be modified.
- The values in the Breakfast, Lunch, Dinner and Incidentals columns represent the M&IE reduction rates.
- The M&IE allowance rate is calculated by adding together the values in the Breakfast, Lunch, Dinner and Incidentals columns.

  Rate = Breakfast + Lunch + Dinner + Incidentals
- When an M&IE reduction rate is modified, the M&IE allowance rate will adjust accordingly.
- An employee cannot reduce their the incidentals portion of their M&IE allowance.

Modifying an M&IE reduction rate

1. Open the Meals Reduction screen.
2. Click inside the field representing the M&IE reduction rate you wish to modify.
3. Delete the existing rate value.
4. Enter the new M&IE reduction rate value.

   Note: When an M&IE reduction value is modified, the M&IE allowance rate will be recalculated using the formula (Rate = Breakfast + Lunch + Dinner + Incidentals).
5. To save your changes, click the **Save** button.
6. To close the Meals Reduction screen, click the **Close** button.

Modifying M&IE Reduction Rates for Foreign Locations

Use the Reduce Settings screen to set the reduction percentage for each M&IE category (breakfast, lunch, dinner). These reduction percentages will only affect M&IE allowance claims made by users traveling outside the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Note: M&IE allowance claims made by users traveling within CONUS will be reduced according to the M&IE reduction rates set on the Meals Reduction screen.

Notes about the Reduce Settings Screen

- The reduction percentages for the three M&IE categories cannot total more than 99%. At least 1% must be left for incidentals.
- The Reduce Require check boxes cannot be modified.

To modify a reduction percentage:

1. Open the Reduce Settings screen.
2. Click on the M&IE sub-category you wish to modify.
3. In the **Reduction Percentage** field, delete the existing percentage.
4. Enter the decimal point value representing the new reduction percentage for the selected M&IE sub-category.

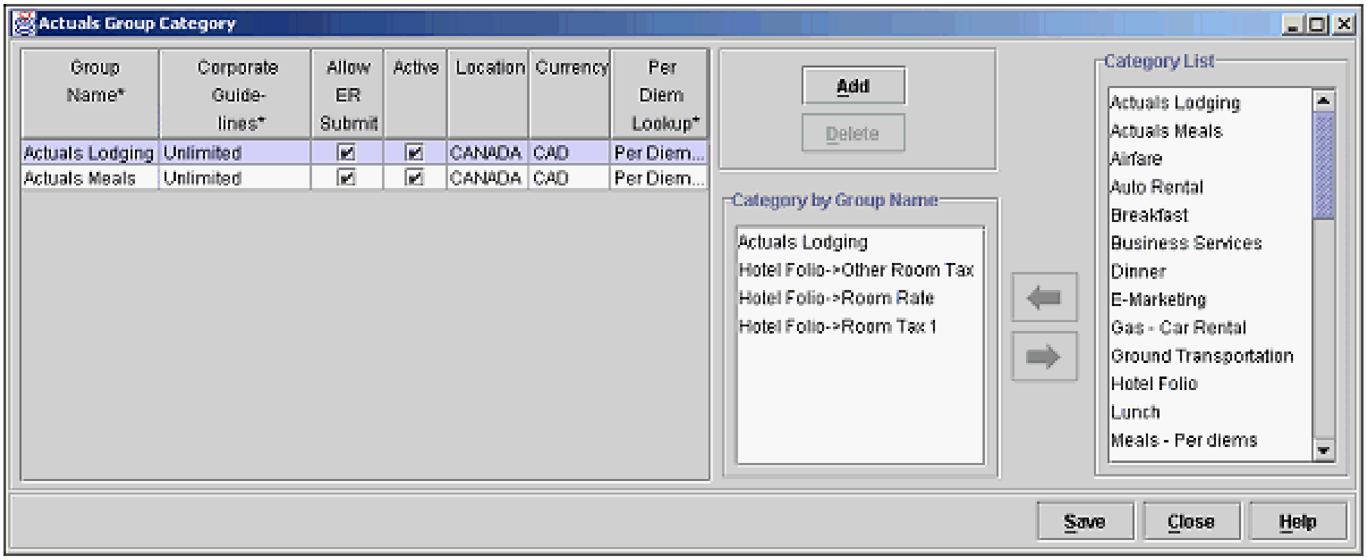
   Note: The field will automatically convert the decimal point value into a percentage (e.g. 0.2 will become 20%).
5. To save your changes, click the **Save** button.
6. To close the Reduce Setting screen, click the **Close** button.

Actuals Group Category Window

Use the Actuals Group Category window to assign corporate guidelines to a selected group of expense categories.

Note: If the Application Administrator has chosen to operate the system in Pure Per Diem Mode, the Actuals Group Category window will not be accessible in the AdministratER application since the window imposes corporate guideline rates rather than per diem rates.

Example



Group Name*	Corporate Guide-lines*	Allow ER Submit	Active	Location	Currency	Per Diem Lookup*
Actuals Lodging	Unlimited	☑	☑	CANADA	CAD	Per Diem...
Actuals Meals	Unlimited	☑	☑	CANADA	CAD	Per Diem...

Category by Group Name

Actuals Lodging
Hotel Folio->Other Room Tax
Hotel Folio->Room Rate
Hotel Folio->Room Tax 1

Category List

Actuals Lodging
Actuals Meals
Airfare
Auto Rental
Breakfast
Business Services
Dinner
E-Marketing
Gas - Car Rental
Ground Transportation
Hotel Folio
Lunch
Meals - Per diems

To open the Actuals Group Category window:

1. Display the AdministratER Main Screen.
2. From the **Tables** menu, select **Per Diem > Actuals Group Category**.

To add an expense category to an actuals group:

1. From the Group Name column, select either Actuals Lodging or Actuals Meals.
2. From the Category List, begin selecting the expense categories you wish to add to the selected actuals group.

   Note: Expense categories associated with meals should be assigned to the Actuals Meals group (e.g. Breakfast, Lunch). Expense categories associated with lodging should be assigned to the Actuals Lodging group (Per Diem Lodging, Hotel Folio - Room Rate).

3. Click the ⬅ button.

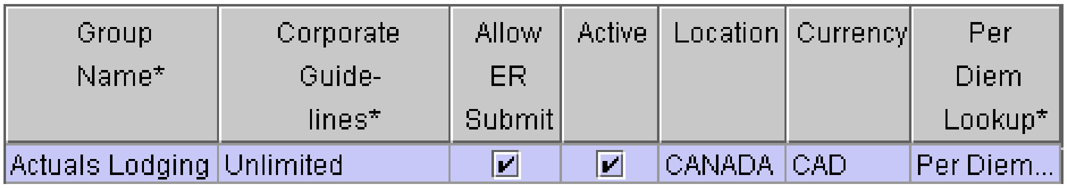
   Result: The selected categories will appear in the Category by Group Name list box.

4. To remove a category from the actuals group, select the category name in the Category by Group Name list box, and then click the ➡ button.

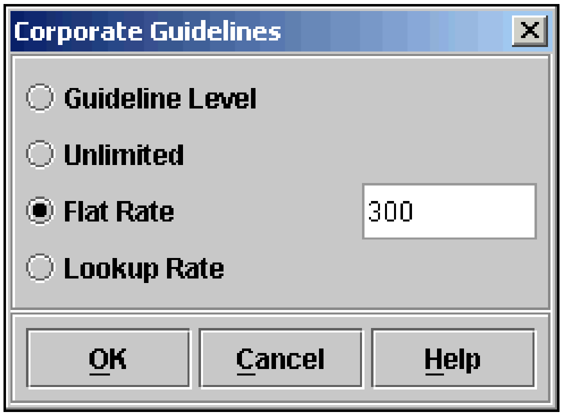
Continue on next page…

To add an expense category to an actuals group, continued

5. From the Actuals Group table, complete the following fields for the selected actuals group:



Group Name*	Corporate Guide-lines*	Allow ER Submit	Active	Location	Currency	Per Diem Lookup*
Actuals Lodging	Unlimited	☑	☑	CANADA	CAD	Per Diem...

Field	*Description*
Corporate Guidelines	Double-click inside the Corporate Guidelines field to display the Corporate Guidelines dialog box.  Corporate Guidelines ○ Guideline Level ○ Unlimited ● Flat Rate 300 ○ Lookup Rate Choose one of the following options: - Guideline Level - The corporate guideline rate will default to the rate assigned to the user's Guideline Level. **Note:** Guideline Level rates are set up on the Guideline Policy screen. - Unlimited - The company will cover any expense amount that exceeds the standard per diem rate. - Flat Rate - The company will only cover an expense amount less than or equal to the amount specified in the field located beside the Flat Rate option. - Lookup Rate - The company will only cover an expense amount less than or equal to the corporate rate assigned to either the Per Diem Lodgings or Per Diem Meals category. You will need to select one of these two categories in the Per Diem Lookup field. **Note:** See the description for the Per Diem Lookup field below for more information. **Note:** The corporate rate assigned to the Per Diem Lodgings and Per Diem Meals categories are set in the Per Diem Location & Rate screen.

Continue on next page…

To add an expense category to an actuals group, continued

Field	***Description***
Allow ER Submit	Select this check box ☑ if you wish to grant Submitters the ability to submit their expense reports despite exceeding their per diem threshold. Otherwise, de-select the check box ☐.
Active	To deactivate the actuals group, de-select the check box ☐. Otherwise, make sure that the check box is selected ☑.
Location	This field displays the country associated with the actuals group. This field cannot be modified.
Currency	This field displays the currency associated with the actuals group. This field cannot be modified.
Per Diem Lookup	In association with the Lookup Rate option on the Corporate Guidelines window, select which category (Per Diem Lodgings or Per Diem Meals) you would like to associate with the selected actuals group. As a result, each category within the actuals group will be linked to the corporate rate assigned to the Per Diem Lodgings or Per Diem Meals category. **Note:** The corporate rate assigned to the Per Diem Lodgings and Per Diem Meals categories are set in the Per Diem Location & Rate screen.

Conflicting Guideline Levels

Categories are assigned guideline levels on the Guideline Policy screen. If a category with a guideline level set to "Unlimited" is added to the "Actuals Lodging" or "Actuals Meals" group on the Actuals Group Category window, these categories will be rejected at save time. An error message indicating that this category cannot have an "Unlimited" amount will be displayed to the Administrator.

In identical fashion, if a category belonging to the "Actuals Lodging" or "Actuals Meals" group is assigned the guideline level "Unlimited" on the Guideline Policy window, the system will not save the changes and display an error message indicating that the category belongs to an "Actuals Group Category" and cannot have an "Unlimited" amount.

Chapter 12
- Navmail

In this chapter…

Navmail Administration Window ____ 297
    Await Approval Notifier ____ 299
    Stale Notifier ____ 301
    Rejection Notifier ____ 303
    Expense Recovery Notifier ____ 305
    Charge Card Notifier ____ 307
    Receipts Received Notifier ____ 309
    Unsubmitted Notifier ____ 311
    Final Approved Notifier ____ 313
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Navmail Administration Window

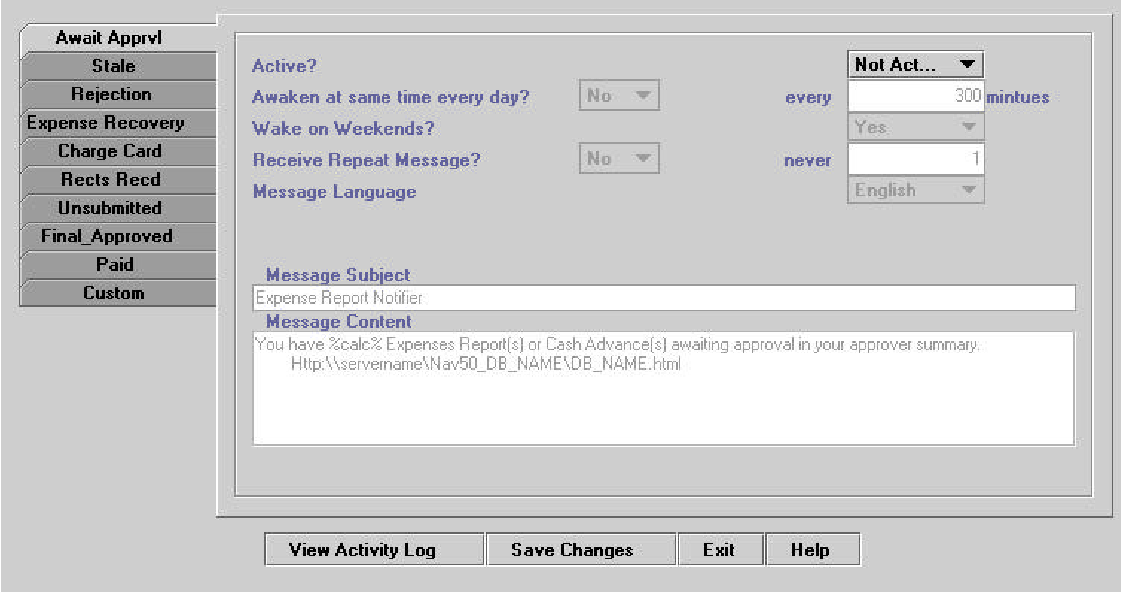
The Navmail Administration window allows you to modify Navmail configuration settings, such as active/inactive, how often emails will be sent, with what repeated frequency, etc.

- **Note**: In order to access the NavMail Administration window you must be granted Navmail privileges (using AdministratER).

· ***Opening the Navmail Administration window***

1. Display the AdministratER Main Screen.
2. From the Tools menu, select Navmail Administration.

Example


Await Apprvl
Stale
Rejection
Expense Recovery
Charge Card
Rects Recd
Unsubmitted
Final_Approved
Paid
Custom
View Activity Log
Save Changes
Exit
Help

Active? Not Act...

Awaken at same time every day? No every 300 mintues

Wake on Weekends? Yes

Receive Repeat Message? No never 1

Message Language English

Message Subject

Expense Report Notifier

Message Content

You have %calc% Expenses Report(s) or Cash Advance(s) awaiting approval in your approver summary.
Http:\\servername\Nav50_DB_NAME\DB_NAME.html

Continue on next page…

- ***Notifier Tabs***

The Navmail Administration window has ten tabs running along its left side. Each tab represents a notifier type. When you click on one of the tabs, you will see the configuration screen associated with that notifier type.

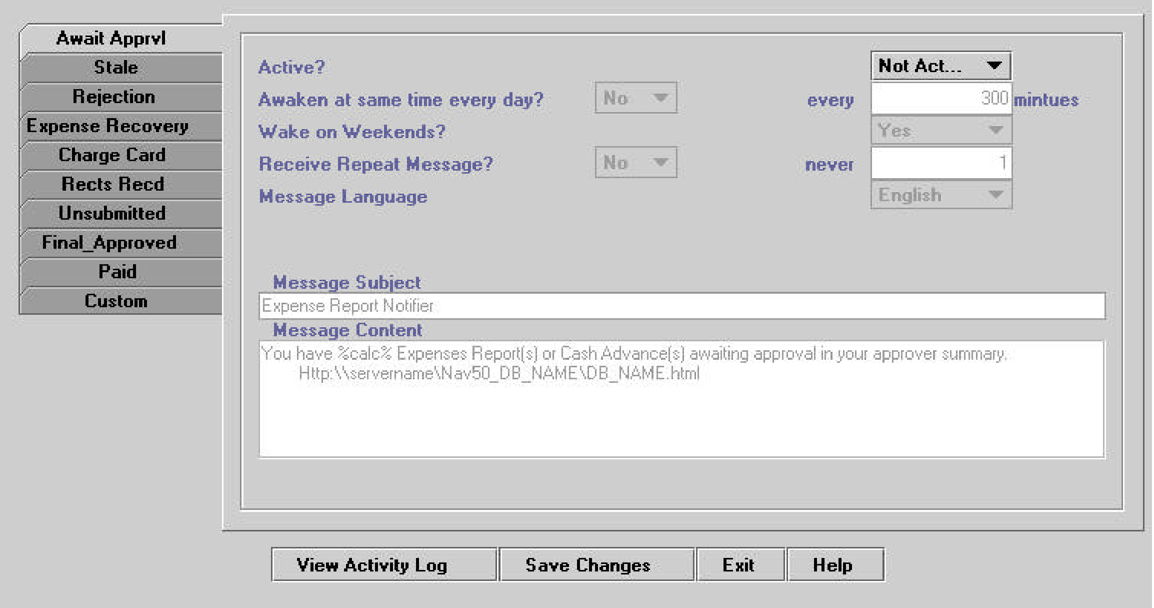
Important Note: Only the Await Approval notifier type is part of the core Navmail application. The other nine types are part of Navmail Extra, and are priced outside of NavigatER's core pricing.

The ten notifier tabs are listed below along with the page for which you can find more details:

- Await Approval (page 299)
- Stale (page 300)
- Rejection (page 303)
- Expense Recovery (page 305)
- Charge Card (page 307)
- Receipts Received (page 309)
- Unsubmitted (page 311)
- Final Approved (page 313)
- Paid (page 315)
- Custom (page 317)

Await Approval Notifier

The Await Approval notifier will send emails to approvers who have Expense Reports and/or Cash Advances awaiting their attention in their approver's summary. If more than one report was awaiting approval by the same approver, that approver's message will sum the number of reports awaiting their attention and only send them one message.



Active? Not Act...

Awaken at same time every day? No every 300 mintues

Wake on Weekends? Yes

Receive Repeat Message? No never 1

Message Language English

Message Subject

Expense Report Notifier

Message Content

You have %calc% Expenses Report(s) or Cash Advance(s) awaiting approval in your approver summary.
Http:\\servername\Nav50_DB_NAME\DB_NAME.html

- ***Field Functionality Descriptions***

Field Name	*Description*
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

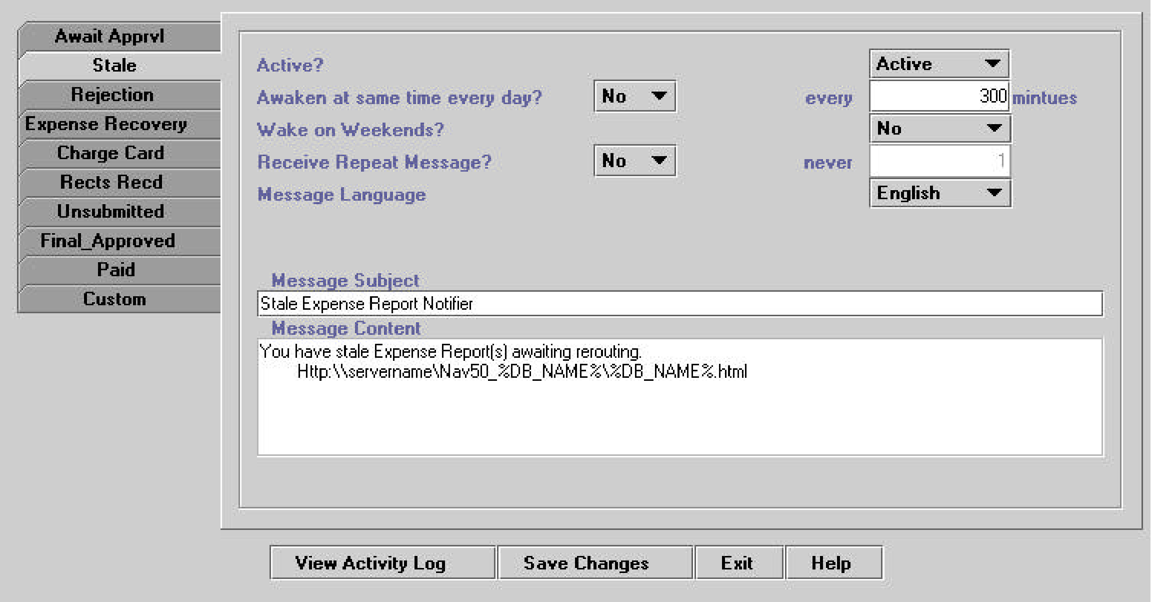
- ***Field Functionality Descriptions**, continued*

Field Name	***Description***
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned to them in their user profile.

Stale Notifier

The Stale notifier will send emails to users who have stale expense reports awaiting rerouting in their activity summary.



Active? Active

Awaken at same time every day? No every 300 mintues

Wake on Weekends? No

Receive Repeat Message? No never 1

Message Language English

Message Subject

Stale Expense Report Notifier

Message Content

You have stale Expense Report(s) awaiting rerouting.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

- ***Field Functionality Descriptions***

Field Name	***Description***
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

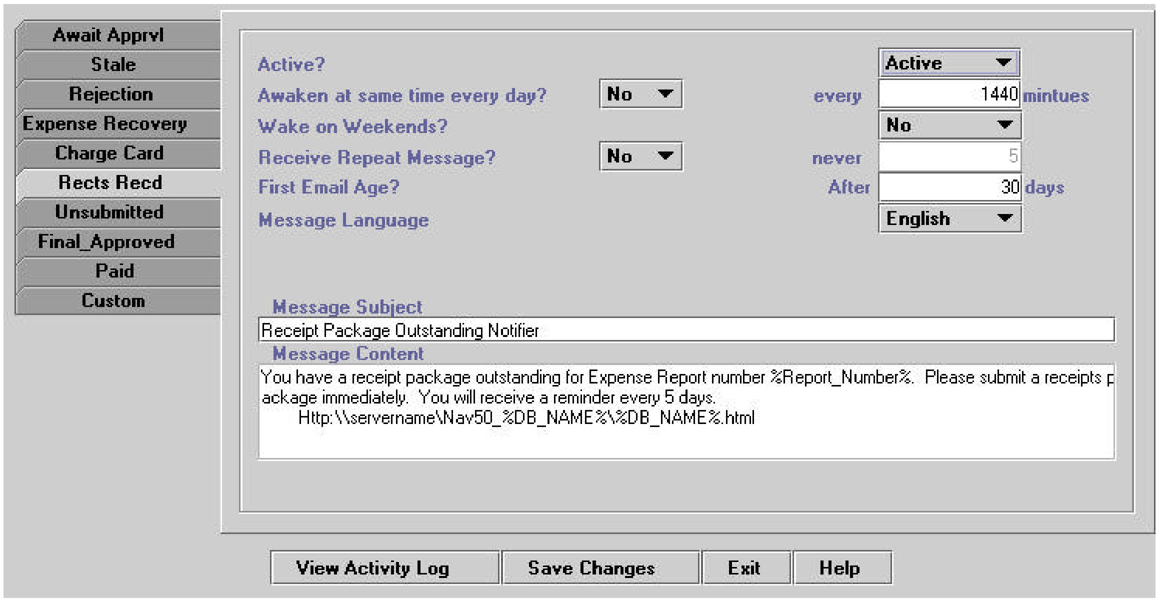
· ***Field Functionality Descriptions**, continued*

Field Name	*Description*
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Rejection Notifier

The Rejection notifier will send emails to users who have rejected expense reports in their activity summary.



Active? Active

Awaken at same time every day? No every 1440 mintues

Wake on Weekends? No

Receive Repeat Message? No never 5

First Email Age? After 30 days

Message Language English

Message Subject

Receipt Package Outstanding Notifier

Message Content

You have a receipt package outstanding for Expense Report number %Report_Number%. Please submit a receipts package immediately. You will receive a reminder every 5 days.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

- ***Field Functionality Descriptions***

Field Name	***Description***
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

· ***Field Functionality Descriptions**, continued*

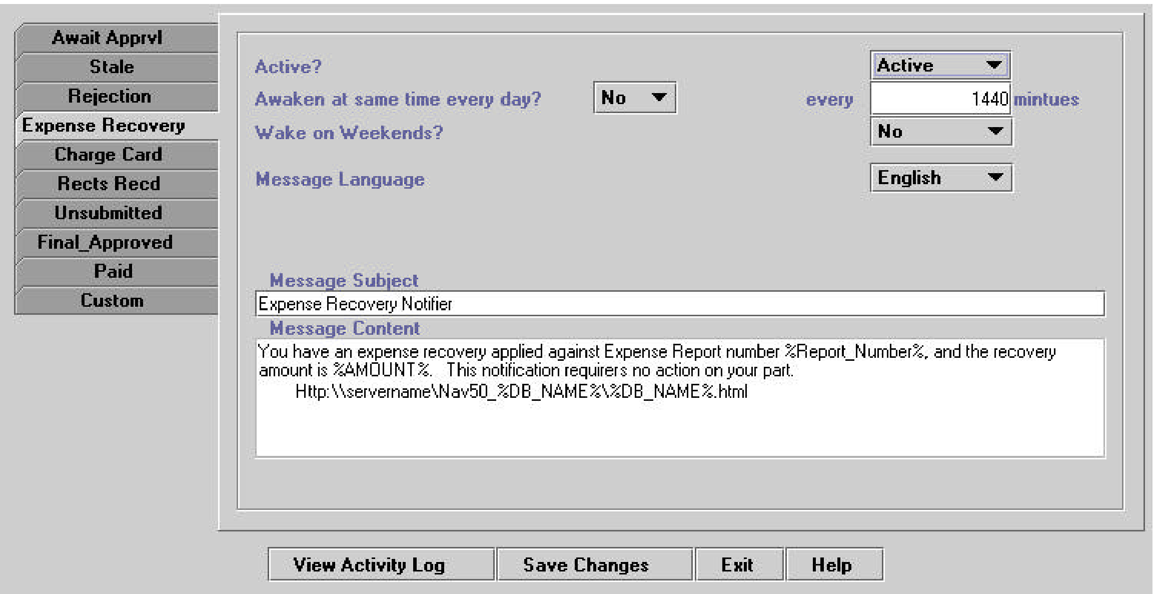
Field Name	***Description***
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Expense Recovery Notifier

The Expense Recovery notifier will send emails to users who have final approved expense reports with expense recoveries applied against them

- **Note**: This notifier is useful when the Expense Recovery feature is checked from the administrator module, otherwise, this notifier will never take place.



Active? Active

Awaken at same time every day? No every 1440 mintues

Wake on Weekends? No

Message Language English

Message Subject

Expense Recovery Notifier

Message Content

You have an expense recovery applied against Expense Report number %Report_Number%, and the recovery amount is %AMOUNT%. This notification requirers no action on your part.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

- ***Field Functionality Descriptions***

Field Name	***Description***
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

- ***Field Functionality Descriptions**, continued*

Field Name	*Description*
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.

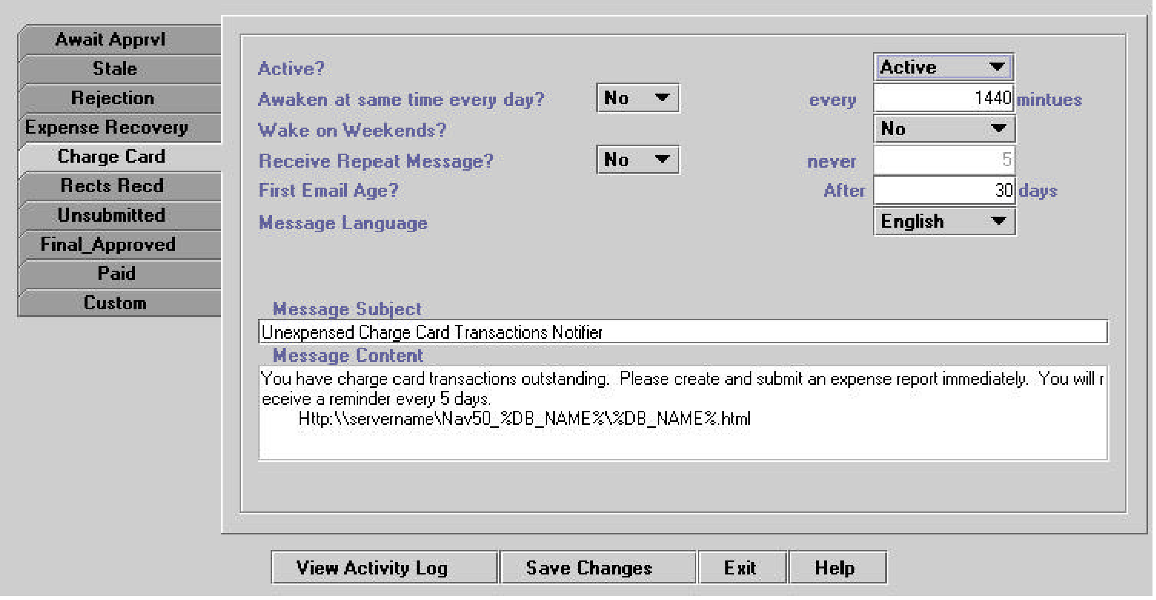
- ***Button Functionality Descriptions***

Button Name	*Description*
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Charge Card Notifier

The Charge Card notifier will send emails to users who have charge card transactions in their 'charge card inbox' that have not yet been posted to an expense report, marked personal or disputed.



Active? Active
Awaken at same time every day? No every 1440 mintues
Wake on Weekends? No
Receive Repeat Message? No never 5
First Email Age? After 30 days
Message Language English

Message Subject
Unexpensed Charge Card Transactions Notifier

Message Content
You have charge card transactions outstanding. Please create and submit an expense report immediately. You will r
eceive a reminder every 5 days.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

Field Functionality Descriptions

Field Name	*Description*
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

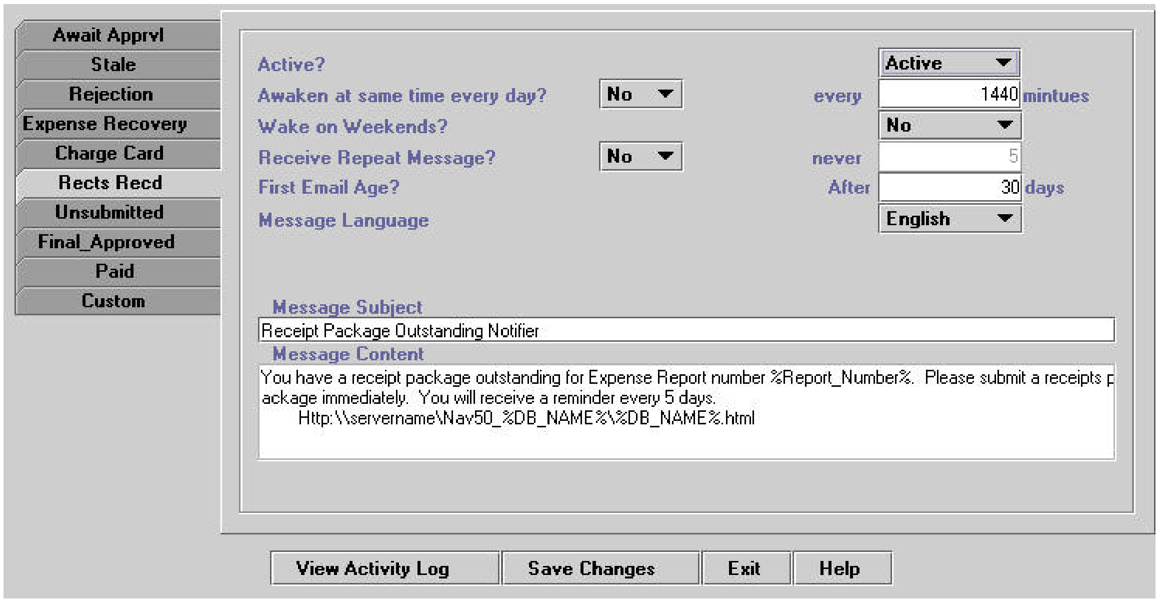
- ***Field Functionality Descriptions**, continued*

Field Name	***Description***
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
First Email Age	This is the period that must elapse prior to the first email being sent. It is only applicable to the following notifiers – Charge Card, Receipts Received, Unsubmitted.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Receipts Received Notifier

The Receipts Received notifier will send emails to users who have expense reports which require receipt package submission. This feature is only useful if the receipt administration module is used at the report level.



Active? Active

Awaken at same time every day? No every 1440 mintues

Wake on Weekends? No

Receive Repeat Message? No never 5

First Email Age? After 30 days

Message Language English

Message Subject

Receipt Package Outstanding Notifier

Message Content

You have a receipt package outstanding for Expense Report number %Report_Number%. Please submit a receipts p
ackage immediately. You will receive a reminder every 5 days.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

Field Functionality Descriptions

Field Name	*Description*
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

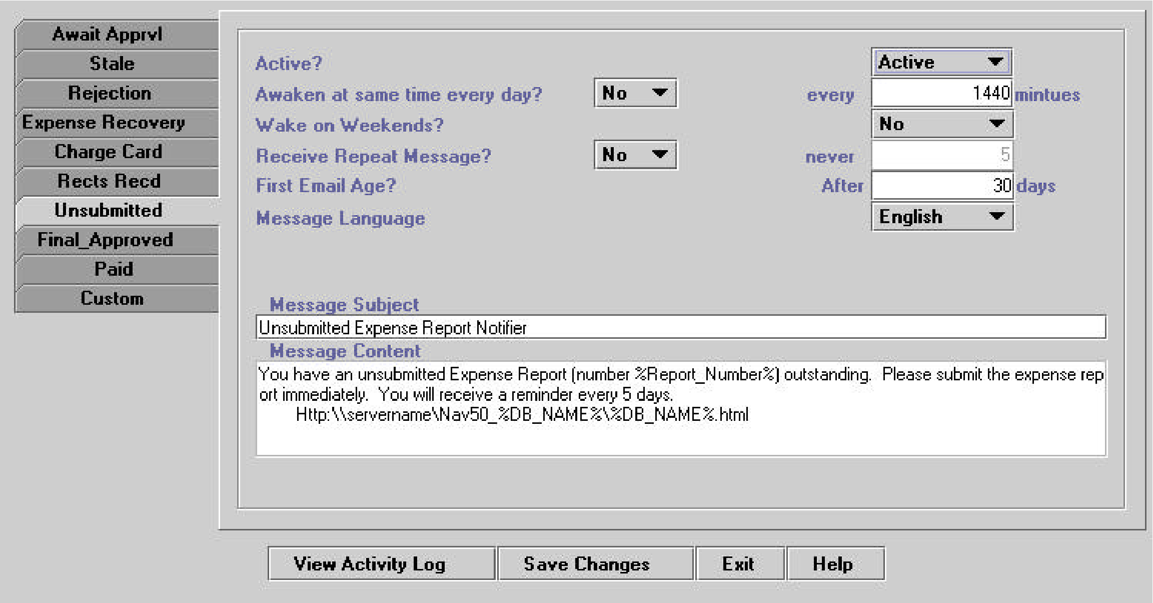
- ***Field Functionality Descriptions**, continued*

Field Name	***Description***
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
First Email Age	This is the period that must elapse prior to the first email being sent. It is only applicable to the following notifiers – Charge Card, Receipts Received, Unsubmitted.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Unsubmitted Notifier

The Unsubmitted notifier will send emails to users who have unsubmitted expense reports. This notifier would only be useful for companies with a fully paid corporate charge card, where an employee could have marked a transaction as personal, but never submit it.



Active? Active
Awaken at same time every day? No every 1440 mintues
Wake on Weekends? No
Receive Repeat Message? No never 5
First Email Age? After 30 days
Message Language English

Message Subject
Unsubmitted Expense Report Notifier

Message Content
You have an unsubmitted Expense Report (number %Report_Number%) outstanding. Please submit the expense report immediately. You will receive a reminder every 5 days.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

Field Functionality Descriptions

Field Name	***Description***
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

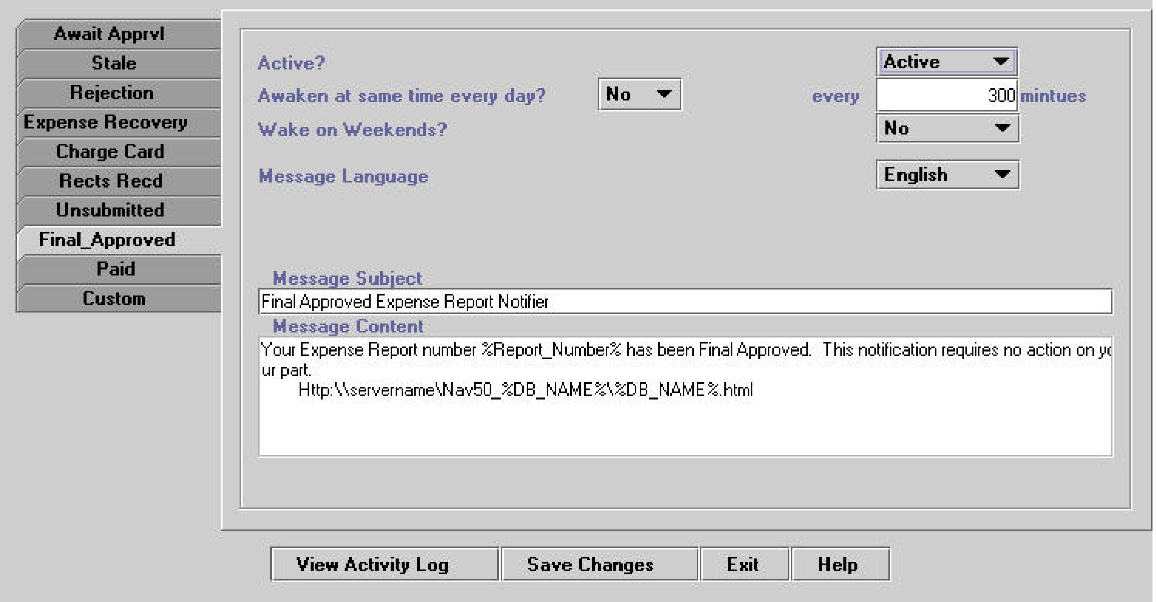
- ***Field Functionality Descriptions**, continued*

Field Name	*Description*
Receive Repeat Messages	If set to no, a user will receive a notifier email once and will not receive any repeat messages. It does this by storing a record of the sent email in the email_log_table. If set to yes, a user will receive successive email messages at the frequency determined in the following setting – Repeat Email Notifier Frequency. It is only applicable to the following notifiers – Await Approval, Stale, Rejection, Charge Card, Receipts Received, Unsubmitted.
Repeat Email Notifier Frequency	This is the frequency that a user will receive repeat messages after the first email is sent.
First Email Age	This is the period that must elapse prior to the first email being sent. It is only applicable to the following notifiers – Charge Card, Receipts Received, Unsubmitted.
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Final Approved Notifier

The Final Approval notifier will send emails to users when their expense report reaches the 'Final Approval' status. You would optionally use Final Approval or Paid notifiers, but not both together.



Active? Active

Awaken at same time every day? No every 300 mintues

Wake on Weekends? No

Message Language English

Message Subject

Final Approved Expense Report Notifier

Message Content

Your Expense Report number %Report_Number% has been Final Approved. This notification requires no action on yo
ur part.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

Field Functionality Descriptions

Field Name	*Description*
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

- ***Field Functionality Descriptions**, continued*

Field Name	*Description*
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver’s approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.

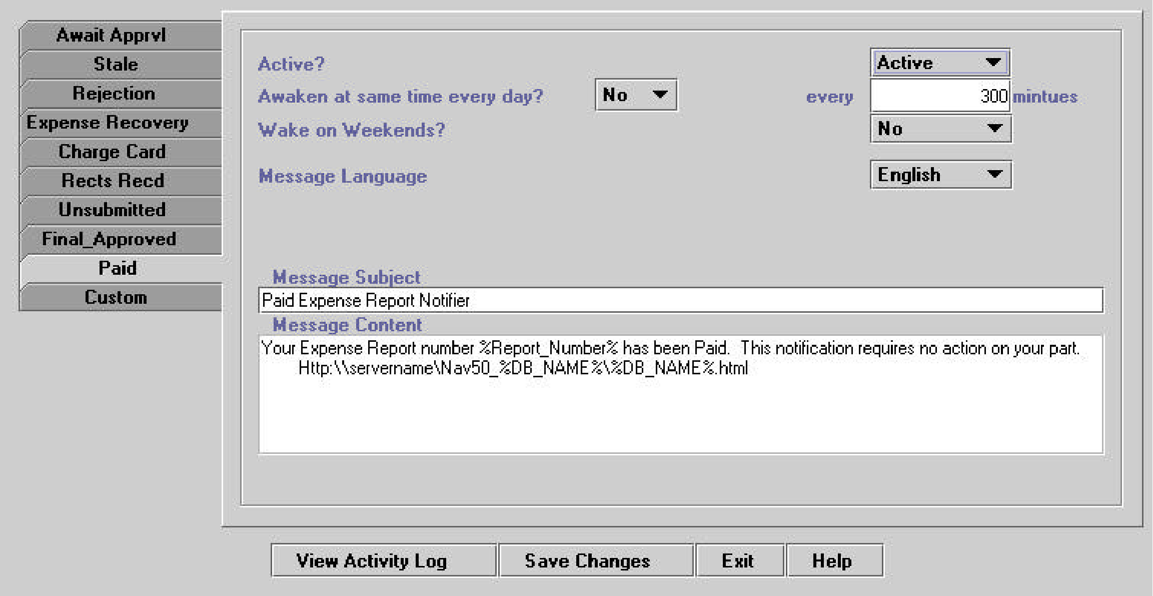
Button Functionality Descriptions

Button Name	*Description*
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Paid Notifier

The Paid notifier will send emails to users when their expense report reaches the 'Paid' status. You would optionally use Final Approval or Paid notifiers, but not both together.



Active? Active

Awaken at same time every day? No every 300 mintues

Wake on Weekends? No

Message Language English

Message Subject

Paid Expense Report Notifier

Message Content

Your Expense Report number %Report_Number% has been Paid. This notification requires no action on your part.
Http:\\servername\Nav50_%DB_NAME%\%DB_NAME%.html

Field Functionality Descriptions

Field Name	*Description*
Active	If set to 'Inactive', you will be unable to modify any of the settings and Navmail will not wake for this notifier type. When active, Navmail will wake for this notifier type based on the associated configuration information.
Awaken At Same Time Every Day	If 'NO', Navmail will wake for this notifier on a frequency basis (i.e. every 6 hours, every 24 hours, etc.). If 'YES', Navmail will wake for this notifier on a daily basis at the same time every day.
Daily Awaken Time	If this notifier awakes at the same time every day, this value represents that time of day (i.e. 23:00:00=11PM). If this notifier awakes based on a frequency, this value represents that frequency (i.e. 60 minutes=once per hour).
Wake on Weekends	This field indicates whether or not Navmail will awaken and send any emails on days 6 and 7 of the week.

Continue on next page…

***Field Functionality Descriptions**, continued*

Field Name	*Description*
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.

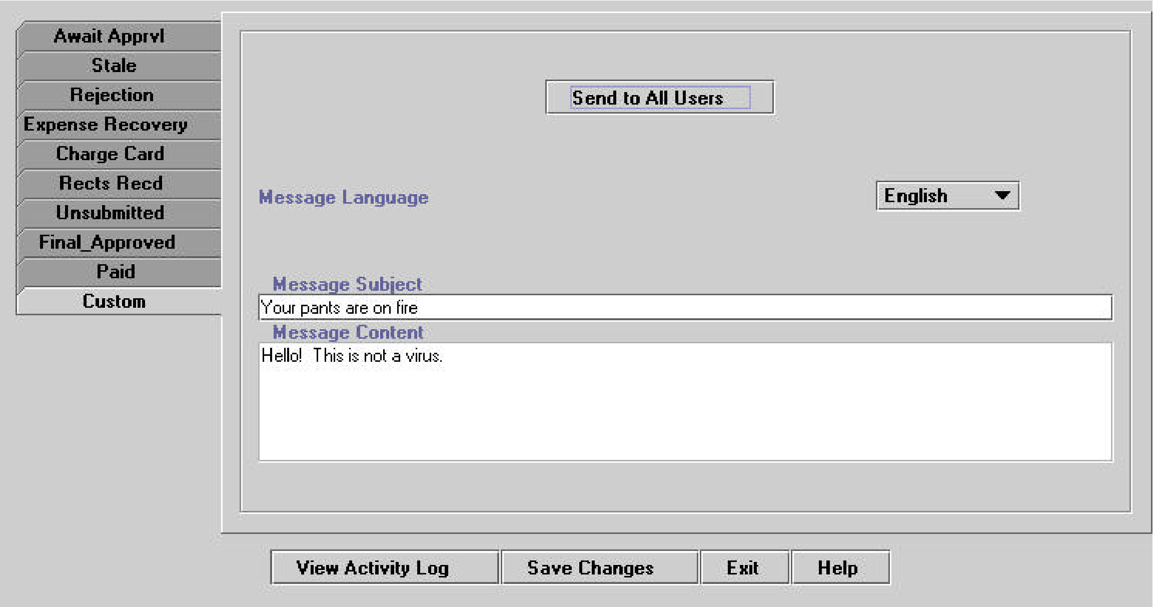
Button Functionality Descriptions

Button Name	*Description*
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

Custom Notifier

The Custom notifier will send emails to all employees who have a valid email address in their personal profile. This is useful for broadcast messages such as notifying users of policy changes or system downtimes.


Await Apprvl
Stale
Rejection
Expense Recovery
Charge Card
Rects Recd
Unsubmitted
Final_Approved
Paid
Custom
Send to All Users
View Activity Log
Save Changes
Exit
Help

Message Language English

Message Subject
Your pants are on fire

Message Content
Hello! This is not a virus.

Field Functionality Descriptions

Field Name	*Description*
Message Language	This setting allows multiple languages of message subjects and contents to be stored.
Message Subject	This is the subject that will appear in the email message.
Message Content	This is the content that will appear in the email message. You can include HTTP links to your NavigatER Web page here. Also, the parameterized value (in this case %calc%) should be included if you want the message to contain the calculated number of reports in the approver's approver summary. If users receive email messages from multiple databases (i.e. multiple countries), you should include the database name or some other reference value in the message content.

Continue on next page…

Button Functionality Descriptions

Button Name	*Description*
View Activity Log	Pressing this button opens an HTML page which displays the activity log. The activity log lists the emails sent by Navmail. This file will grow until it reaches the maximum size set in the nserver.properties file or until Weblogic is stopped. When Weblogic is restarted a new activity log begins and the old content is stored in an activity log with a number attached in the same folder until the maximum number of log files is reached (as defined in the nserver.properties file). Note that custom email notifiers only create one entry in the activity log as it is assumed that all users receive this message.
Save Changes	Pressing this button saves changes to the configuration settings. It should be pressed before switching languages or you will lose any message subject and content changes.
Exit	Pressing this button will bring you back to the logon screen.
Help	Pressing the Help button will display the help topic for this window.

Note: You should expect that a user will get their notifier email in the language assigned them in their user profile.

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2000 Rule Per Diem Allowance for Room Rate

Overview

The Expense Report program has been improved to help users claim a per diem allowance towards their hotel room taxes. In the past, per diem users were entitled to a set daily rate for their per diem lodging expenses, which included room taxes. Users are now entitled to an additional per diem allowance amount to claim towards their room taxes.

Introduction

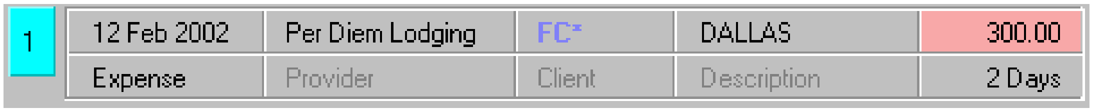
When the 2000 Rule Per Diem Allowance for Room Rate feature is activated, a new formula will be used to calculate the per diem allowance a user can claim when using the category "Per Diem Lodging" and the hotel folio category "Room Rate".

Activating the 2000 Rule Per Diem Allowance for Room Rate Feature

1. Open the Application Settings window.
2. Click on the **Per Diem** tab.
3. Select the ☑ **2000 Rule Per Diem Allowance for Room Rate** check box.
4. Click the **Save** button to save your changes.
5. Click the **Close** button to close the Application Settings window.

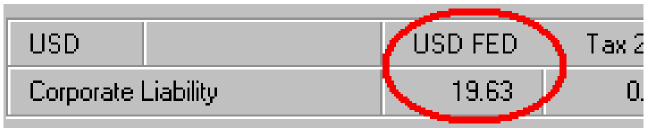
Example Scenario

- A user wishes to claim a $300 hotel expense for two days spent in Dallas, Texas for a business trip.
- The user creates a new expense report. For the first expense item, the user selects the category "Per Diem Lodging".
- In the Location field, the user selects the location "DALLAS".
- In the Amount field, the user enters 300.00.
- In the Units field, the user enters 2 Days.



1	12 Feb 2002	Per Diem Lodging	FC*	DALLAS	300.00
	Expense	Provider	Client	Description	2 Days

- Based on the selected location, the program calculates that the user paid $19.63 in room taxes.

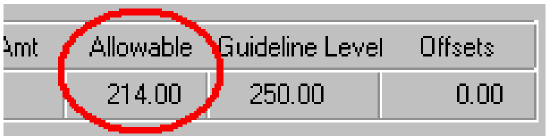


USD		USD FED	Tax 2
Corporate Liability		19.63	0.

Continue on next page…

Example Scenario, continued

- Using the formula below, the program calculates that the user is entitled to a per diem allowance of $214.00.



Amt	Allowable	Guideline Level	Offsets
	214.00	250.00	0.00

Formula

- Total Lodging Room Rate = (Total Receipt Amount - Lodging Taxes)

  300 - 19.63 = 280.37
- Room Rate Expense = (Total Lodging Room Rate) / Number of Days

  280.37 / 2 = 140.19
- Unallowable Amount for Day 1 = (Room Rate Expense - PD Rate for Day 1)

  140.19 - 100.00 = 40.19
- Unallowable Amount for Day 2 = (Room Rate Expense - PD Rate for Day 2)

  140.19 - 100.00 = 40.19
- Total Unallowable Amount = Unallowable Amount for Day 1 + Unallowable Amount for Day 2

  40.19 + 40.19 = 80.38
- Unallowable Tax = (Lodging Taxes * (Total Unallowable Amount / Total Lodging Room Rate))

  9.81 * (80.38 / 140.19) = 5.62
- Allowable Amount = (Total Receipt Amount - (Total Unallowable Amount + Unallowable Tax)

  300 - (80.38 + 5.62) = **214.00**

Actuals

When the Actuals feature is active, users are reimbursed for their per diem expenses according to corporate guideline rates rather than the per diem rates set up by the government.

The Actuals feature is used in both the Actuals Mode and the Mixed Per Diem Mode.
The Actuals feature is not used in Pure Per Diem Mode.

Actuals Mode

In Actuals Mode, corporate guideline rates are set up for the following categories:

Hotel Folio – Room Rate	Include expenses, including lodging taxes, for overnight sleeping facilities, telephone access fee.
Breakfast, Lunch, Dinner, Hotel Folio Breakfast/Lunch/Dinner	Expenses for breakfast, lunch, dinner and related tips and taxes, for Actuals, the reporting of alcoholic beverage and entertainment expenses is possible.

Mixed Per Diem Mode

In Mixed Per Diem Mode, corporate guideline rates are set up for the following categories:

Hotel Folio – Room Rate	Include expenses, including lodging taxes, for overnight sleeping facilities, telephone access fee.

Per diem meals will be claimed using an M&IE methodology.

Actuals Group Category Daily Threshold

The Actuals Group Category Daily Threshold can be used by the Application Administrator to group several expense categories into one actuals group and assign the group a maximum daily per report dollar value, otherwise know as a daily threshold limit.

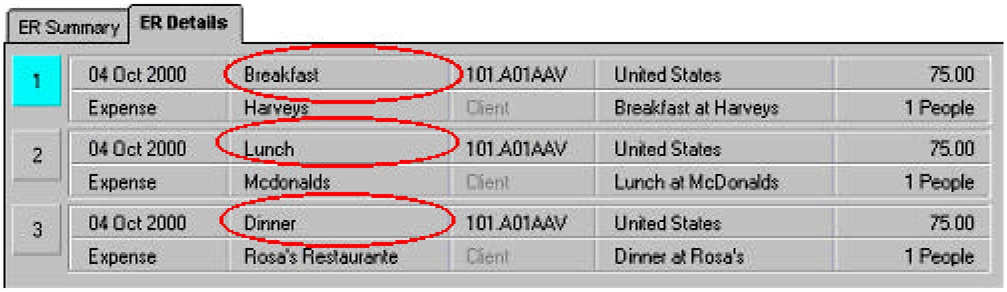
Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "Actuals Meals". By assigning a threshold limit to this actuals group, you could limit the total amount a user could claim on meals for a single day.

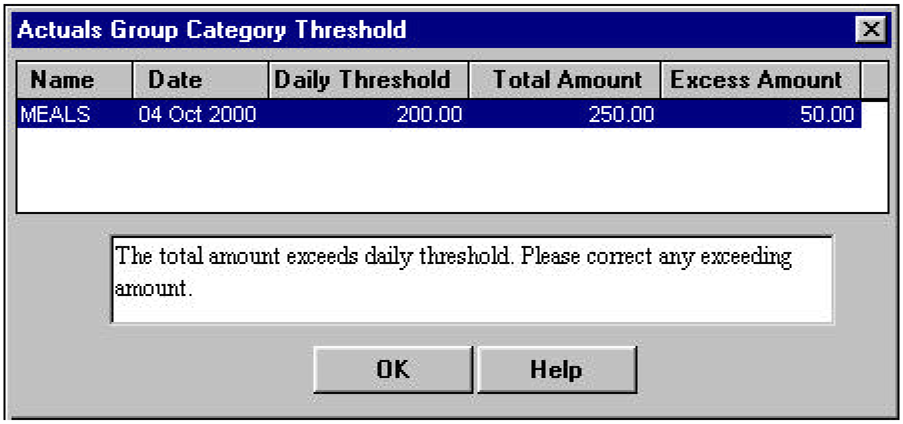
Result

If a user attempts to submit a per diem expense report containing one or more expense items that have exceeded their Actuals Group Category Daily Threshold limit, the Actuals Group Category Threshold window will appear to warn the user of the threshold violation.

Note: The Actuals Group Category Threshold feature must be activated by the Administrator in order for this window to appear.



1	04 Oct 2000	Breakfast	101.A01AAV	United States	75.00
	Expense	Harveys	Client	Breakfast at Harveys	1 People
2	04 Oct 2000	Lunch	101.A01AAV	United States	75.00
	Expense	Mcdonalds	Client	Lunch at McDonalds	1 People
3	04 Oct 2000	Dinner	101.A01AAV	United States	75.00
	Expense	Rosa's Restaurante	Client	Dinner at Rosa's	1 People



Name	Date	Daily Threshold	Total Amount	Excess Amount
MEALS	04 Oct 2000	200.00	250.00	50.00

The total amount exceeds daily threshold. Please correct any exceeding amount.

Set Up Option

When setting up the Actuals Group Category Threshold feature the Application Administrator has the option to either:

a) Not allow the user to submit the per diem expense report without complying with the daily threshold limit.

- or -

b) Allow the user to submit the per diem expense report with or without complying with the daily threshold limit. If the report is submitted with a violation, the Approver will receive the violation message when he/she examines the report.

Actuals Mode

Introduction

Actuals Mode is one of three per diem modes the Application Administrator can select from when setting up the Per Diem functionality. The other two per diem modes are:

- Pure Per Diem Mode
- Mixed Per Diem Mode

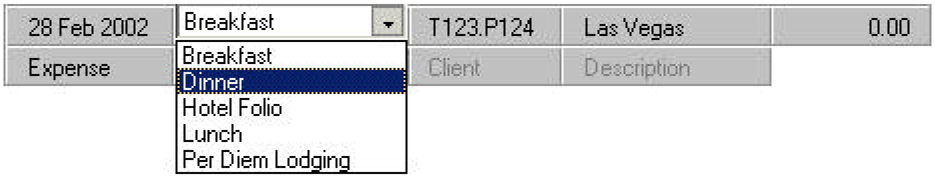
Actuals Mode can be set up from the Per Diem tab on the Application Settings window.

Functionality

- In Actuals Mode, users are reimbursed for their per diem expenses according to corporate guideline rates rather than the per diem rates set up by the government.
- In Actuals Mode, users can use the following categories to claim per diem meals expenses:
    - Breakfast, Lunch, Dinner
    - Hotel Folio - Breakfast, Lunch, Dinner
- In Actuals Mode, users can use the following hotel folio sub-category to claim per diem lodging expenses:
    - Hotel Folio - Room Rate
- The Offsets feature can be activated in Actuals Mode.
- Trips are not used in Actuals Mode.
- In Actuals Mode, users do not claim per diem meals using M&IE.
- In Actuals Mode, a user must complete the Travel Dates Dialog window for each expense report. The Travel Dates Dialog window is used to indicate which trip days were spent traveling and which trip days included less than 12 hours of business time.

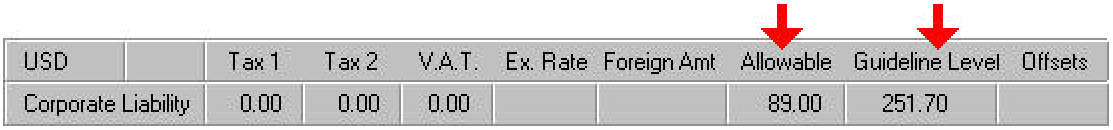
Breakfast, Lunch, Dinner

- In Actuals Mode, users can claim their per diem meals using the categories Breakfast, Lunch, and Dinner.



28 Feb 2002	Breakfast	T123.P124	Las Vegas	0.00
Expense		Client	Description	

- In Actuals Mode, when a user claims a per diem meals expense, the Guideline Level field will display the user's corporate guideline rate. The Allowable field will display the user's per diem meals allowable.



USD		Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Allowable	Guideline Level	Offsets
Corporate Liability		0.00	0.00	0.00			89.00	251.70	

Continue on next page…

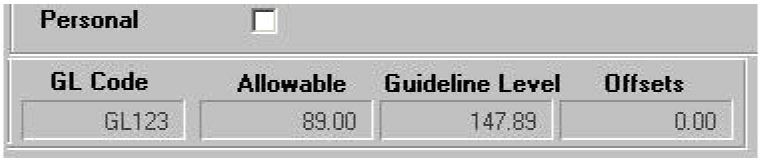
Example Scenario, continued

- The Offsets field will display the balance remaining on the Offset amount available to the selected per diem meal expense.

  Note: The Offsets feature must be activated in order for the Offsets field to operate.

Hotel Folio - Room Rate

- In Actuals Mode, to claim a per diem lodging expense, a user must open the Hotel Folio and use the sub-category "Room Rate".
- When a user claims a per diem room rate on the Hotel Folio window, the Guideline Level field will display the user's corporate guideline rate. The Allowable field will display the user's per diem lodging allowable.



Personal ☐

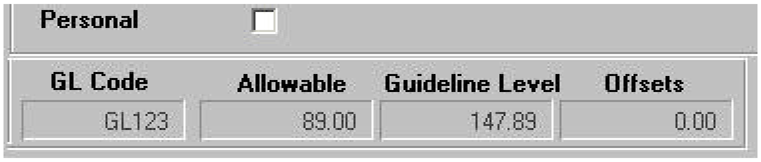
GL Code	Allowable	Guideline Level	Offsets
GL123	89.00	147.89	0.00

- The Offsets field will display the balance remaining on the Offset amount available to the selected room rate expense.

  Note: The Offsets feature must be activated in order for the Offsets field to operate.

Hotel Folio - Breakfast, Lunch, Dinner

- In Actuals Mode, when a user claims a per diem meals expense on the Hotel Folio window using the sub-categories Breakfast, Lunch, or Dinner, the Guideline Level field will display the user's corporate guideline rate. The Allowable field will display the user's per diem meals allowable.



Personal ☐

GL Code	Allowable	Guideline Level	Offsets
GL123	89.00	147.89	0.00

- The Offsets field will display the balance remaining on the Offset amount available to the selected per diem meal expense.

  Note: The Offsets feature must be activated in order for the Offsets field to operate.

See Also

- 2000 Rule Per Diem Allowance for Room Rate

Admin Group

An Admin Group is a group of window access privileges assigned to an Administrator.

The purpose of the Admin Group is to restrict access to selected windows in the AdministratER application.

The Admin Group field has been added to the Privileges tab on the User Administration. The Admin Group field can only be accessed when AdministratER has been logged on using NAVSYS.

Admin Groups are created using the Application Administrator Group Window.

AdministratER

The Application Administrator must use this Windows-based program to set up and maintain all of the functions and features of the Submit/Approve module.

Allotment Code

Allotment codes are used to assign PTP settings to users. Each allotment code is assigned the following PTP settings:

- Miles per hour restrictions, Yes or No?
- Permission to enter vicinity mileage, Yes or No?
- Vicinity Mileage Allowable (per trip leg)
- Mileage Rate
- Miles per hour allowable
- Batching Agency Code

Allotment codes are created using the PTP Allotment window.

Allotment codes are assigned to a user's personal profile from the Point to Point tab on the User Administration window.

When a Submitter records a mileage expense using the Point To Point window, the employee's PTP settings (e.g. mileage rate) will be taken from their allotment code.

Alter Purpose Group

Attention: An Alter Purpose Group may be referred to as an Approver Type by some companies.

An Alter Purpose Group is a group of additional approver privileges that can be bestowed upon one or more Approvers. The additional approver privileges grant an Approver permission to modify specific areas of an expense report he/she have been assigned to approve. For example, if a Approver is assigned to an Alter Purpose Group that includes Alter Location privilege, that Approver will be able to modify the Location field on an expense report they are approving.

An Alter Purpose Group can be assigned one or all of the following approver privileges:

- Permission to modify the financial code assigned to an expense transaction.
- Permission to modify the expense type assigned to an expense transaction.
- Permission to modify the expense category assigned to an expense transaction.
- Permission to split or unsplit an expense transaction between two separate financial codes.
- Permission to modify the expense provider assigned to an expense transaction.
- Permission to modify the client code assigned to an expense transaction.
- Permission to modify the location assigned to an expense transaction.

Related Information

- Use the Alter Purpose Window to create and assign Alter Purpose Groups.
- An Alter Purpose Group can only be assigned to a user with approver privileges.
- More than one Approver can be assigned to the same Alter Purpose Group.
- An Approver can only be assigned to one Alter Purpose Group.
- When the Application Administrator is searching for a suitable Approver to become a user's Proxy Approver, the Administrator can include a specific Alter Purpose Group in his/her search criteria. See the topic Proxy Approver Selection window for more information.

See Also

- Create and Assign a New Alter Purpose Group
- Assigning an Alter Purpose Group to an Approver

Application Administrator

The person responsible for controlling system settings and for setting-up and maintaining user accounts.

Approval Chain

A group of Approvers assigned to approve the same expense report or cash advance request. One by one, each Approver must examine the assigned file according to the order in which each Approver appears in the chain. If one Approver rejects the file, the file will return to the Submitter as "Rejected" and will not continue on to the remaining Approvers in the chain. A file may only achieve "Approved" status once the file has been approved by each Approver in the chain.

There are two types of Approval Chains:

- Corporate Approval Chains
- Personal Approval Chains

Note:

- How an Approval Chain is assigned to an expense report or cash advance request depends on the type of approval process a company is using. See Understanding the Approval Process for more details.
- At least one Approver in every Approval Chain should have an approval threshold of $0.00.

See Also

- Understanding the Approval Hierarchy

Approval Hierarchy

The Approval Hierarchy represents the electronic path of a file through Approval Chains and Approvers in your organization that your expense reports and cash advance requests follow when they are submitted for approval. The default hierarchy is the hierarchy that was last used when the user submitted a file for approval.

Approved

This file status indicates that the expense report or cash advance request has been authorized.

Approver

An user with the authority to approve and reject expense reports and/or cash advance requests.

A user is classified as an Approver when the ☑ Expense Report Approval check box and/or the ☑ Cash Advance Approval check box are selected on the user's personal profile.

Approver Threshold

When an Approver is assigned to an Approval Chain, the Approver is allocated a threshold amount of $0.00 or greater. This value represents the minimum amount to which an expense report or cash advance request must claim before it is sent to that Approver for authorization. Otherwise, if the file's reimbursement amount is less than the Approver's threshold amount, the file will skip the Approver and continue on to the next Approver in the Approval Chain.

Example Scenario:

- Approver A has a threshold of $1,000.
- Submitter A has submitted an cash advance request for $500 through an Approval Chain that includes Approver A.
- Therefore, the cash advance request will skip Approver A because Approver A only examines requests for $1,000 or more.

Note:

- At least one Approver in every Approval Chain must have an approval threshold equal to $0.00. This ensures that at least one Approver will examine the file.
- When the Application Administrator assigns an Approver to a Corporate Approval Chain, the Administrator must assign the Approver's threshold amount.
- When a Submitter assigns an Approver to a Personal Approval Chain, the Submitter must specify the Approver's threshold amount.

Approver Type

Attention: An Approver Type may be referred to as an Alter Purpose Group by some companies.

An Approver Type is a group of additional approver privileges that can be bestowed upon one or more Approvers. The additional approver privileges grant an Approver permission to modify specific areas of an expense report he/she have been assigned to approve. For example, if a Approver is assigned to an Approver Type that includes Alter Location privilege, that Approver will be able to modify the Location field on an expense report they are approving.

An Approver Type can be assigned one or all of the following approver privileges:

- Permission to modify the financial code assigned to an expense transaction.
- Permission to modify the expense type assigned to an expense transaction.
- Permission to modify the expense category assigned to an expense transaction.
- Permission to split or unsplit an expense transaction between two separate financial codes.
- Permission to modify the expense provider assigned to an expense transaction.
- Permission to modify the client code assigned to an expense transaction.
- Permission to modify the location assigned to an expense transaction.

Related Information

- Use the Approver Type window to create and assign Approver Types.
- An Approver Type can only be assigned to a user with approver privileges.
- More than one Approver can be assigned to the same Approver Type.
- An Approver can only be assigned to one Approver Type.
- When the Application Administrator is searching for a suitable Approver to become a user's Proxy Approver, the Administrator can include a specific Approver Type in his/her search criteria. See the topic Proxy Approver Selection window for more information.

Audit Module

Financial Officers must use this module to audit employee expense reports.

Auto Approved

This file status indicates that the expense report has been approved without it requiring an authorization from an Approver.

A file can qualify for auto-approval as long as the following criteria has been met:

- Your company must be using a "By Submitter" or "By Financial Code" approval process. See Understanding the Approval Process for more details.
- The user must have the Threshold Amount feature set to "Yes" in their Personal Profile. The Threshold Amount feature is also known as the Submitter Threshold.
- The user must have a Submitter Threshold greater than zero.
- The Reimbursement Amount on the user’s expense report must be less than the user’s Submitter Threshold.
- None of the expense claims on the report exceed the user’s Guideline Level limit.

Awaiting Approval

This file status indicates that the expense report or cash advance request is awaiting approval. The file will display this status when it arrives on the Approver’s Notifiers window.

Base Currency

The domestic currency of the country in which the Submitter’s office is located. For example, companies located in the United States will use US dollars as their base currency. The company’s base currency is set up during the program installation.

Cash Advance Request

A cash advance request is created to request prepayment for business related expenses that the user expects to accrue at a future date.

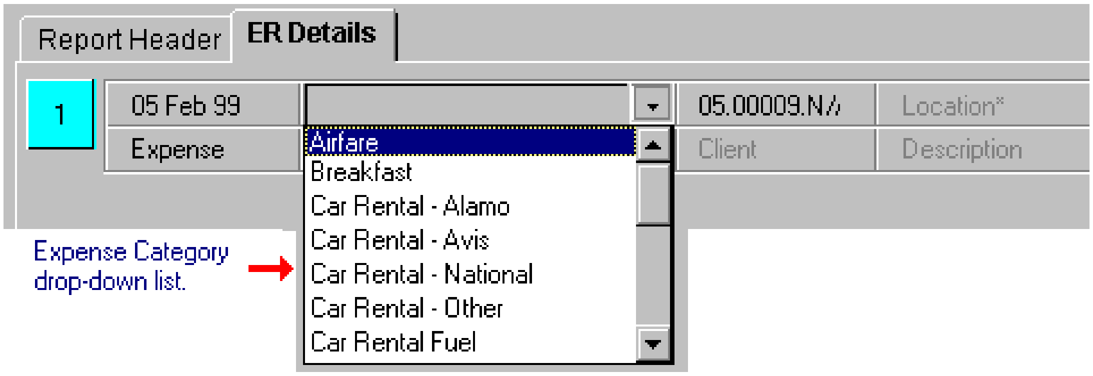
Cash Advance Request Number

A number generated by AdministratER to uniquely identify a cash advance request. This number is shown as the last two or three digits of the File Name.

Expense Category

The Application Administrator has created a pre-defined list of expense categories that will cover all potential business expenses. When the user adds a business expense to an expense report they must select, from the **Category** drop-down list, the expense category that best describes the expense.

Example



Expense Category drop-down list.

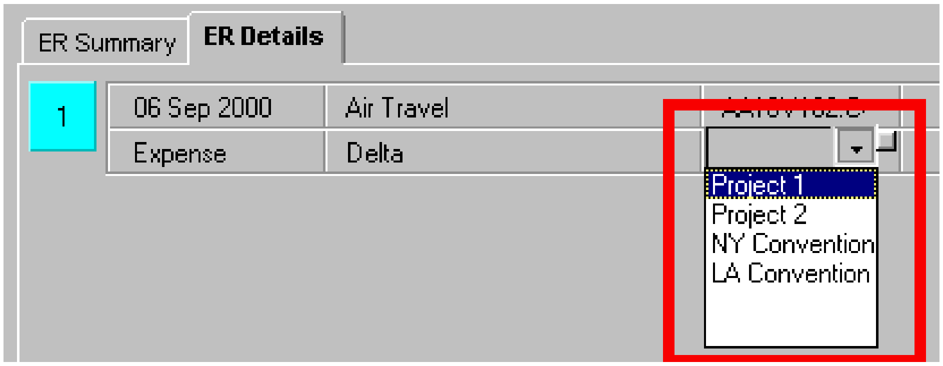
Report Header
ER Details
1
05 Feb 99
Expense
05.00009.N/
Location*
Client
Description
Airfare
Breakfast
Car Rental - Alamo
Car Rental - Avis
Car Rental - National
Car Rental - Other
Car Rental Fuel

Client Code

Client codes are created to help group expense claims according to specific projects or events. For example, the client code could represent the company, client, project or event to whom the expense is applicable.

Client codes are created by the Application Administrator using the Pick Lists screen.

When completing an expense report, a user may assign a client code to a particular expense transaction by selecting the code from the Client field (see caption below).



ER Summary
ER Details
1
06 Sep 2000
Air Travel
Expense
Delta
Project 1
Project 2
NY Convention
LA Convention

Client Side

In the AdministratER documentation, the "client side" refers to the Submit/Approve Module.

Corporate Approval Chains

Created by the Application Administrator, a Corporate Approval Chain is a group of Approvers assigned to approve the same expense report or cash advance request. A Corporate Approval Chain cannot be modified by a Submitter.

Currency Codes

Country	Currency	SIC Code
Algeria	Algerian Dollar	DZD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Austrian Shilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BBD
Barbados	Barbados Dollar	BDT
Belgium	Belgian Franc	BEF
Bermuda	Bermudian Dollar	BMD
Brazil	Real	BRL
Bulgaria	Lev	BGL
Canada	Canadian Dollar	CAD
Canary Islands	Spanish Peseta	ESP
Cayman Islands	Cayman Dollar	KYD
Chili	Chilean Dollar	CLP
China	Yuan Renmimbi	CNY
Costa Rica	Costa Rican Colon	CRC
Cyprus	Cypriot Pound	CYP
Czechoslovakia	Czeck Koruna	CSK
Denmark	Danish Krone	DKK
Dominican Republic	Dominican Peso	DOP
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
European Community	European Curr unit	XEU
Faeroe Islands	Danish Krone	DKK
Fiji	Fiji dollar	FJD
Finland	Markka	FIM

Continue on next page…

Currency Codes, continued

Country	Currency	SIC Code
France	French Franc	FRF
Germany	Deutschemark	DEM
Ghana	Cedi	GHG
Greece	Drachma	GRD
Guatemala	Quetzal	GTQ
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Icelandic Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Ireland	Irish Pound	IEP
Italy	Italian Lira	ITL
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Kenya	Kenyan Shilling	KES
Korea	Won	KRW
Lebanon	Lebanese Pound	LBP
Liechtenstein	Swiss Franc	CHF
Malaysia	Malaysian Ringgitt	MYR
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Nuevo Peso	MXN
Monaco	French Franc	FRF
Morocco	Moroccain Dirham	MAD
Netherlands	Netherlands Guilder	NLG
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba Oro	NIO
Norway	Norwegian Krone	KOK
Oman	Rial Omani	OMR
Pakistan	Pakistan Rupee	PKR
Papua New Guinea	Kina	PHP
Philippines	Phillipine Peso	PHP
Poland	Zloty	PLZ
Portugal	Portugese Escudo	PTE
Saudi Arabia	Saudi Riyal	SAR
Scotland	Pound Sterling	GBP
Singapore	Singapore Dollar	SGD
Spain	Spanish Peseta	ESP
Sweden	Swedish Korona	SEK
Switzerland	Swiss Franc	CHF
Tahiti	CFP Franc	XPF

Continue on next page…

Currency Codes, continued

Country	Currency	SIC Code
Taiwan	New Taiwan Dollar	TWD
Thailand	Thailand Bhat	THB
Trinidad & Tobago	Trinidad and Tobago Dollar	TTD
Turkey	Turkish Lira	TRL
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
Uruguay	Uruguayan Peso	UYP
Venezuela	Bolivar	VEB
Zambia	Kwatcha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

Default Approval Chain

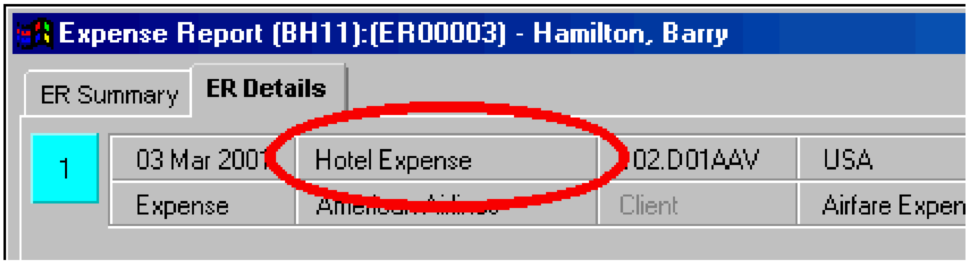
A Default Approval Chain is a mandatory Approval Chain added to the top of a user's Approval Hierarchy. The purpose of the Default Approval Chain is to control which Approvers are assigned to authorize a specific user's expense reports and cash advance requests. The Application Administrator can assign a user a Default Approval Chain from the user's Personal Profile. The user cannot modify or remove the Default Approval Chain from their Approval Hierarchy.

Default Charge Card Category

When an employee pays for an expense using a charge card, that electronic transaction is immediately classified under a default charge card category (e.g. air, hotels, restaurants, etc.) according to the Standard Industry Code (SIC). The Application Administrator is responsible for assigning each of these default charge card categories an expense category so that when the employee claims the charge card transaction on their expense report, the program will automatically assign the expense category to the new charge card expense item.

Example

The default charge card category "Hotel" could be assigned the expense category "Hotel Expense" as a default. When a user transfers a charge card hotel expense to their expense report, the program will automatically assign the new expense item the expense category "Hotel Expense".



Expense Report (BH11):(ER00003) - Hamilton, Barry

1
03 Mar 2001
Hotel Expense
02.D01AAV
USA
Expense
American Airlines
Client
Airfare Expen

Default Financial Code

A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report.

A user can modify their Default Financial Code from their Personal Profile window. If the user does not have permission to alter their Personal Profile, the Application Administrator will need to set up the user's Default Financial Code.

Note: If the Financial Code Cascade feature is activated, each new expense item will retain the financial code from the previous expense item. See the topic Financial Code Cascade Feature for more information.

Error

An error status is displayed if a file was corrupted or damaged as it was submitted for approval via modem. In the Event Log, a comment is attached to a file explaining that was unsuccessfully submitted. The error status also appears in the Notifiers window.

Event

A change in status or event that occurs to a file during the approval process. The event can be one of the following:

- Submitted
- Rejected
- Approved
- Rerouted
- Skipped
- Final Approval
- Paid
- Error

Event Log

A chronological list including the event (e.g., Submitted, Rejected), the employee that performed the event and the date and time of the event.

Expense Report Program

Attention: NavigatER will be referred to as the "Expense Report Program" in this help file.

The Expense Report Program was designed to help companies manage their travel and entertainment (T&E) expenses. This Java-based application is composed of four modules:

Submit/Approve Module	Employees use this module to create, organize, submit, and approve expense reports and cash advance requests.
Audit Module	Financial Officers may use this module to audit employee expense reports.
Shared Service Module	A user with Shared Service access may log into the Shared Service Module using another person's login ID to create, modify, and submit expense reports and cash advance request on behalf of the host user.
Receipts Administration Module	Financial Officers may use this module to keep track of which employees have handed in their expense receipts.

Expense Types

Each expense transaction on an expense report is classified under a specific expense type. The five expense types are:

- **Expense** - The claim is an expense to the company. ⬅
- **Personal** - The claim is a personal expense to you, the Submitter. ⬅
- **Billable** - The claim is billable to a client. The claim will be an expense to the company until the client reimburses the company.
- **Nonbillable** - The claim is not billable to a client. The claim then becomes an expense to the company.
- **Unknown** - You are unsure who is to be billed for the expense. ⬅

⬅- These expense types may not appear depending on your installation.

File Name

An expense report or cash advance request is assigned a file name by AdministratER when the file is first created. It is a unique name made by combining the Submitter's employee id, a two-letter code indicating the file type, and a report number. (e.g. 440103-ER26)

File Types

Files are either expense reports or cash advance requests.

Final Approval

An event in the Event Log indicating that an Expense Report or Cash Advance Request has received final approval by the highest level Approver in the Approval Chain.

Final Approver

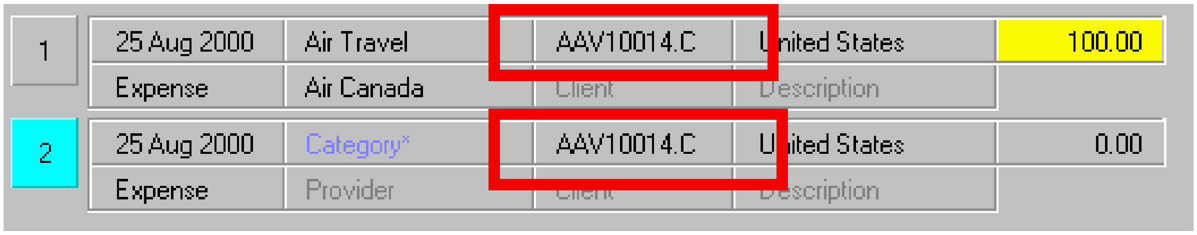
The last Approver to approve an expense report. In most cases, the Final Approver will be a financial officer from the Accounts Payable or Finance Department in your organization. A file must be authorized in order for the Submitter to receive a reimbursement.

Financial Code Cascade

For Submitters who use multiple financial codes in their expense reports, the Financial Code Cascade feature helps those users record their expense claims more efficiently.

- Feature ACTIVATED - When a user adds a new row or expense item to their expense report, the Financial Code field in the new row will copy the code being used in the previous row.
- Feature DEACTIVATED - When a user adds a new row or expense item to their expense report, the Financial Code field in the new row will default to the Default Financial Code the user has set in their Personal Profile.

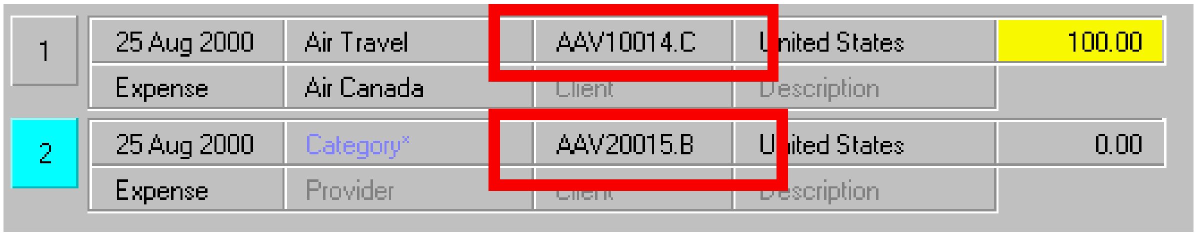
Example - Cascade feature activated



1	25 Aug 2000	Air Travel		AAV10014.C	United States	100.00
	Expense	Air Canada		Client	Description	
2	25 Aug 2000	Category*		AAV10014.C	United States	0.00
	Expense	Provider		Client	Description	

The new expense line adopts the Financial Code from the previous expense line.

Example - Cascade feature NOT activated



1	25 Aug 2000	Air Travel		AAV10014.C	United States	100.00
	Expense	Air Canada		Client	Description	
2	25 Aug 2000	Category*		AAV20015.B	United States	0.00
	Expense	Provider		Client	Description	

The new expense line is assigned the user's default Financial Code, even though the previous expense line was not assigned the user's default Financial Code.

To activate the Financial Code Cascade feature:

1. Open the Application Settings Window.
2. Click on the **Financial Codes** folder.
3. Select **Yes** beside the **Support Financial Code Cascade** option.
4. To save your changes, click the **Save** button.
5. To close the window, click **Close** button.

Financial Codes

Financial codes allow organizations to organize their expenses. Each financial code is comprised of code segments representing specific levels of information. To select a financial code, the Submitter must select the necessary segment codes that make up the appropriate financial code.

GL Code

General Ledger (GL) codes allow the Accounting department to monitor a company's travel expenses more efficiently.

GL Codes are created by the Application Administrator from the Pick Lists screen. When an expense category is created it must be assigned a default GL Code.

Guideline Level

Introduction

A Guideline Level defines how much an employee can claim as a business expense according to each expense category (e.g. airfare, meals, etc.). A company may have multiple Guideline Levels, with each level containing unique expense claim limits. Each employee must be assigned a Guideline Level in their Personal Profile.

Why Use Guideline Levels

Your organization may have certain policies that deal with spending guidelines (also known as entitlements) that vary from one individual to another. For instance, a manager of a department may have different spending guidelines than the president of the company. Therefore, by using Guideline Levels you can assign unique expense claim limits to various employees, or groups of employees.

Example Scenario

- A department manager is assigned the Guideline Level "Manager" by the Application Administrator.
- A sales person is assigned the guideline level "Sales".
- The guideline level "Manager" is assigned a Guideline Policy amount of $300.00 for the expense category "Airfare". Therefore, the department manager can claim up to $300.00 for an airfare expense.
- The guideline level "Sales" is assigned a Guideline Policy amount of $200.00 for the expense category "Airfare". Therefore, the sales person can claim up to $200.00 for an airfare expense.

Guideline Policy

Each Guideline Level must be assigned a Guideline Policy which outlines the expense claim limit for each expense category. For example, a Guideline Level may have a Guideline Policy containing an airline expense threshold of $200.00. See the topic Guideline Policy Screen for more details.

Guideline Policy Violation

If a user attempts to submit an expense report containing a guideline policy violation, the user will receive an error message stating the violation. If a user submits an expense report containing a guideline policy violation, the report will be flagged during the approval process. Expense reports containing a guideline policy violation cannot be auto-approved.

Information Review

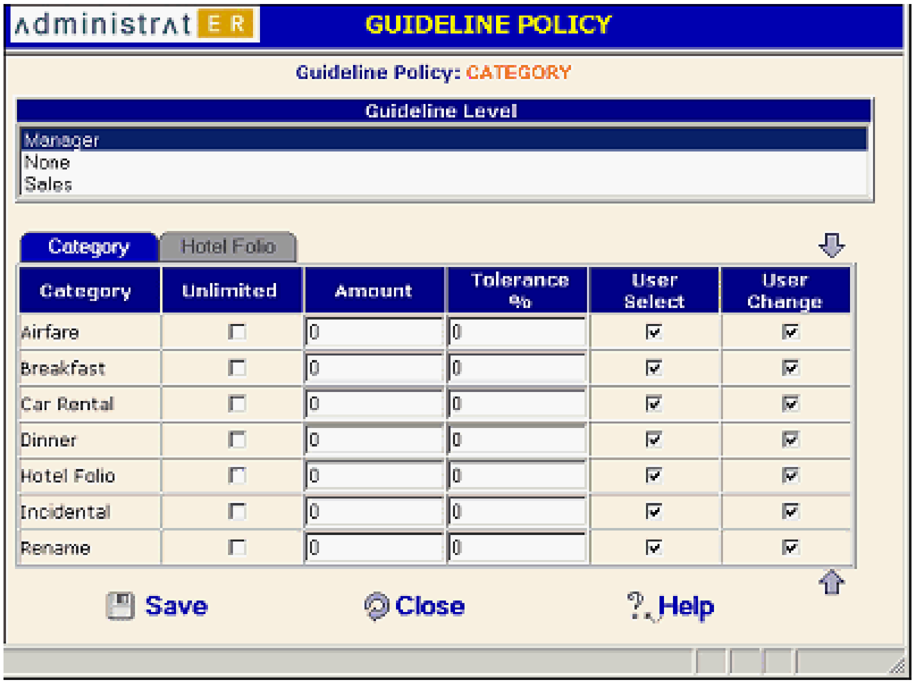
- Guideline Levels are created from the Pick List screen.
- Guideline Levels must be assigned a Guideline Policy from the Guideline Policy screen.
- A Guideline Level can be assigned to user's Personal Profile from the User Profile window.

Guideline Policy

Each Guideline Level must be assigned a Guideline Policy which outlines the expense claim limit for each expense category (e.g. airfare, meals, etc.). For example, a Guideline Level may have a Guideline Policy containing an airline expense threshold of $200.00.

Guideline Policy Screen

The Guideline Policy screen is used to set up and maintain the Guideline Policy for each Guideline Level. In the screenshot below, the Guideline Level "Director" has a Guideline Policy containing an unlimited Air Travel threshold amount (i.e. the Unlimited field has been set to "Yes"). The Guideline Policy has also been assigned a Car Rental threshold amount of $300.00. See the topic Guideline Policy Screen for more details.



GUIDELINE POLICY

Guideline Policy: CATEGORY

Guideline Level

- Manager
- None
- Sales

Category	Unlimited	Amount	Tolerance %	User Select	User Change
Airfare	☐	0	0	☑	☑
Breakfast	☐	0	0	☑	☑
Car Rental	☐	0	0	☑	☑
Dinner	☐	0	0	☑	☑
Hotel Folio	☐	0	0	☑	☑
Incidental	☐	0	0	☑	☑
Rename	☐	0	0	☑	☑

Folio Guideline Policy

The Guideline Policy screen is also used to set up and maintain the Folio Guideline Policy for each Guideline Level. The Folio Guideline Policy represents the expense claim limits for the sub-categories used in the Hotel Folio (e.g. telephone charges, room service, etc.). For example, a Guideline Level may have Folio Guideline Policy containing a room service threshold of $50.00.

See Also

- Assigning a Guideline Policy to a New Guideline Level

Host User

When working in the User Profile window, the host user represents the user whose personal profile you are viewing or modifying.

Hotel Folio

A Submitter may use the Hotel Folio feature to record their individual hotel expenses when completing an expense report. For instance, most corporations require that their employees list all their hotel expense claims separately.

Note: A Submitter may also use the Hotel Folio Wizard to assist them with completing their Hotel Folio.

Hotel Folio Sub-Category

Hotel Folio sub-categories are used when recording hotel expense claims on the Hotel Folio window.

Hotel Folio Wizard

The Hotel Folio Wizard can assist a user with completing their Hotel Folio when recording individual hotel expenses on an expense report.

Note: The Folio Wizard check box ☑ must be selected on the user's Personal Profile window before they can use the Hotel Folio Wizard.

Interface Manager Interval

Determines how often (for example, every 60 minutes) AdministratER should check the External Interface Settings NEXT fields. AdministratER compares the current date and time with the NEXT date and time to determine if a download or upload of information should occur.

Local Area Network (LAN)

The cable network that connects each computer to the network server, printer, and other computers in the office.

M&IE Allowance

- Per diem users are entitled to claim an M&IE (meal and incidental expenses) allowance for each day of their trip.
- M&IE expenses can only be claimed in Pure Per Diem Mode.
- Per diem meal rates are based on location and season. Each year the U.S. General Services Administration (GSA) establishes domestic per diem rates for the 48 contiguous States and the District of Columbia, otherwise know as CONUS.
- In the Expense Report application, per diem users can claim their M&IE allowance using the Meals & Incidentals Details window.
- The government will only grant a user 75% of their regular M&IE allowance for the first and last days of a trip since those days are normally spent traveling to and from the trip destination.

M&IE Reduction Rate

M&IE reduction rates define the amount an M&IE allowance will be reduced when a user is not entitled to one of the three M&IE allowance categories; breakfast, lunch, dinner. M&IE reduction rates only affect M&IE allowance claims made by users traveling within the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Note: M&IE allowance claims made by users traveling outside CONUS will be reduced according to the distribution percentages set on the Reduce Settings screen.

Example Scenario:

- An employee traveling on business to Chicago is entitled to an M&IE allowance of $30.00.
- If the employee attends a convention where a lunch is provided with the cost of admission, the employee would not be entitled to claim the lunch portion of their M&IE allowance for that day.
- When the employee creates an expense report for their Chicago trip, they must open the Reduce Per Diem window and select the Lunch check box to indicate that they were not entitled to claim a lunch per diem on the day of the convention.
- As a result, the user's M&IE allowance would be reduced according to the "lunch" M&IE reduction rate set for the M&IE allowance rate of $30.00 (which is set up on the Meals Reduction screen).
- In the screen-shot below, the M&IE allowance rate of $30.00 has been assigned an M&IE reduction rate of $8.00 for the lunch category.
- Therefore, the employee's M&IE allowance, on the day of the convention, would be reduced by $8.00; thus leaving the employee with an M&IE allowance of $22.00.
- M&IE reduction rates are set by government, however, the Application Administrator may modify these rates using the Meals Reduction screen.

Mandatory Field

When a field is designated as a mandatory field, the Submitter must complete that field in order to submit their expense report or cash advance request.

There are three fields that the Application Administrator can designate as mandatory:

- Method of Payment field
- Description field (if entitlement is exceeded on expense report)
- Date Required (on Cash Advance Request window)

There fields can be designated as mandatory on the Application Settings Window.

Methods of Payment

An important element of every expense claim is the "Method of Payment" field. This field reveals the method by which the user paid for the expense (e.g. Cash, Corporate Charge Card, etc.). The Application Administrator must create a pre-defined list of Method of Payment types, one for every possible method of payment. The Administrator must then assign a default Method of Payment to each expense category (e.g. Airline Travel, Car Rental, etc.). For example, the expense category "Airline Travel" could be assigned "Corporate Charge Card" as its default Method of Payment.

See Also

- Creating a New Method of Payment Type

Mixed Per Diem Mode

Introduction

Mixed Per Diem Mode is one of three per diem modes the Application Administrator can select from when setting up the Per Diem functionality. The other two per diem modes are:

- Pure Per Diem Mode
- Actuals Mode

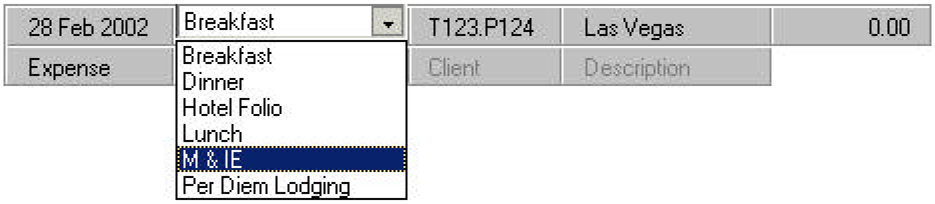
Mixed Per Diem Mode can be set up from the Per Diem tab on the Application Settings window.

Functionality

- Mixed Per Diem Mode combines the per diem rules and policies from both the Pure Per Diem Mode and the Actuals Mode.
- In Mixed Per Diem Mode, users can use the following category to claim their per diem meals allowance:
  - M&IE (Meals and Incidental Expenses)
- In Mixed Per Diem Mode, users can use the following category to claim per diem lodging expenses:
  - Hotel Folio - Room Rate
- In Mixed Per Diem Mode, the categories Breakfast, Lunch, and Dinner cannot be used to claim per diem meal expenses.
- The Offsets feature can be activated in Mixed Per Diem Mode.
- In Mixed Per Diem Mode, all per diem expenses must be assigned to a Trip, including Hotel Folio expenses.

M&IE (Meals and Incidental Expenses)

- In Mixed Per Diem Mode, users are entitled to claim a daily M&IE allowance from the government for each day on their business trip.
- To claim an M&IE allowance, a user must select the expense category "M&IE".



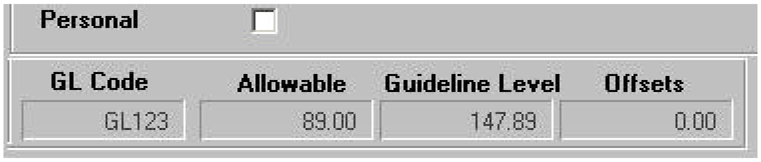
28 Feb 2002 | Breakfast | T123.P124 | Las Vegas | 0.00

- In Mixed Per Diem Mode, the categories Breakfast, Lunch, and Dinner cannot be used to record a per diem meals expense.
- Users must record their M&IE allowance claims using the Meals & Incidental Details window.

Continue on next page…

Hotel Folio - Room Rate

- In Mixed Per Diem Mode, to claim a per diem lodging expense, a user must open the Hotel Folio and use the sub-category "Room Rate".
- When a user claims a per diem room rate on the Hotel Folio window, the Guideline Level field will display the user's corporate guideline rate. The Allowable field will display the user's per diem lodging allowable.



Personal ☐

GL Code	Allowable	Guideline Level	Offsets
GL123	89.00	147.89	0.00

- The Offsets field will display the balance remaining on the Offset amount available to the selected room rate expense.

  Note: The Offsets feature must be activated in order for the Offsets field to operate.

Modem

A peripheral computer device, which, when connected to a personal computer or laptop, sends and receives data via telephone lines from another computer.

NAVSYS

NAVSYS is a login access to the AdministratER application reserved solely for the chief Application Administrator.

Net Amount

The Net Claim on an expense report is the total amount of expenses being claimed minus the total personal expenses of the Submitter.

Offsets

The Offsets feature allows per diem users the ability to allocate a portion of their unused daily Per Diem Lodging allowance to compensate for exceeding their daily Per Diem Meals allowance, and vice versa. For example, if a user exceeds his/her daily Per Diem Meals allowance by $10, the user can offset that amount by using $10 from his/her unused daily Per Diem Lodging allowance.

By definition, the Offset amount available for the Per Diem Meals allowance is equal to the unused portion of the Per Diem Lodging allowance, while the Offset amount available for the Per Diem Lodging allowance is equal to the unused portion of the Per Diem Meals allowance.

Offset Amount for Per Diem Lodging = Unused Per Diem Meals Allowance

Offset Amount for Per Diem Meals = Unused Per Diem Lodging Allowance

Important Notes:

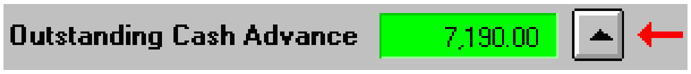
- The Offsets feature functions automatically. Users are not required to physically allocate funds from one allowance to another. Users are only required to make sure that the Offset amount is greater than or equal to the amount exceeding their allowance.
- Expense claims recorded under the categories Breakfast, Lunch, and Dinner will be deducted from the per diem user's daily Per Diem Meals allowance.
- The Offsets feature only works if a per diem user claims both a Per Diem Lodging expense and a Per Diem Meals expense (breakfast, lunch, or dinner). If the user claims either a lodging expense or a meal expense by itself, the user will not be able to take advantage of the Offsets feature.
- The Offsets feature can be activated from the Per Diem tab on the Application Settings window. The Offsets feature can only be activated in Actuals Mode or Mixed Per Diem Mode.
- John, a per diem user, is entitled to a daily Per Diem Lodging allowance of $89 and a daily Per Diem Meals allowance of $46.
- John records a Per Diem Lodging expense of $80 in his expense report, thus leaving an unused lodging allowance balance of $9 (89-80).
- John records a dinner expense of $36, which is automatically deducted from his Per Diem Meals allowance. Thus, the balance remaining from John's Per Diem Meals allowance is $10 (46-36).
- John's unused Per Diem Lodging allowance balance of $9 represents the Offset amount available to the Per Diem Meals allowance. John may use this Offset amount should he exceed his Per Diem Meals allowance by nine dollars or less.
- John's unused Per Diem Meals allowance balance of $10 represents the Offset amount available to the Per Diem Lodging allowance. John may use this Offset amount should he exceed his Per Diem Lodging allowance by ten dollars or less.
- John records a lunch expense for $18, which is automatically deducted from his Per Diem Meals allowance. Because John only had $10 remaining in his Per Diem Meals allowance, he has exceeded his meals allowance by $8. Fortunately for John, the Offset amount available on his Per Diem Meals allowance was $9 because he had $9 remaining from his Per Diem Lodging allowance. Therefore, the $8 will be automatically offset. The Offset amount available for John's Per Diem Meals allowance is now $1.

Outstanding Cash Advances

This is the sum of all previously issued Cash Advances that must be linked to an expense report, repaid, or accounted for in another manner. This field serves as a reminder when the user is preparing subsequent expense reports that they have one or more outstanding amounts.

The Outstanding Cash Advances field is located in both the Expense Report window.

Example:



Outstanding Cash Advance 7,190.00

Paid

This file status indicates that the Submitter has received payment for the expense report or cash advance request.

Password Change Interval

This determines how often (for example, every 100 days) that a AdministratER user should be prompted to change their password.

Per Diem

Definition

Per diem is a daily allowance for lodging, meals, and incidental expenses which is eligible to government employees, contractors or sub-contractors.

Per diem rates are based on location and season. Each year the U.S. General Services Administration (GSA) establishes domestic per diem rates for the 48 contiguous States and the District of Columbia, otherwise know as CONUS.

Using the Expense Report program, users will be able to claim their per diem expenses.

Per Diem Functionality

The Per Diem functionality can be activated from the General tab on the Application Settings window. Once active, the Per Diem functionality cannot be turned off.

When the Per Diem functionality is active, the following windows are accessible.

- Per Diem Location & Rate Screen
- Reduce Settings Screen
- Meals Reduction Screen
- Actuals Group Category Window

Per Diem Modes

There are three per diem modes which the Application Administrator can select from on the Per Diem tab of the Application Settings window. The three per diem modes are:

- Pure Per Diem Mode
- Actuals Mode
- Mixed Per Diem Mode

Per Diem Users

Before a user can claim per diem expenses, the Application Administrator must assign the user per diem access from the User Profile window.

See Also

- 2000 Rule Per Diem Allowance for Room Rate

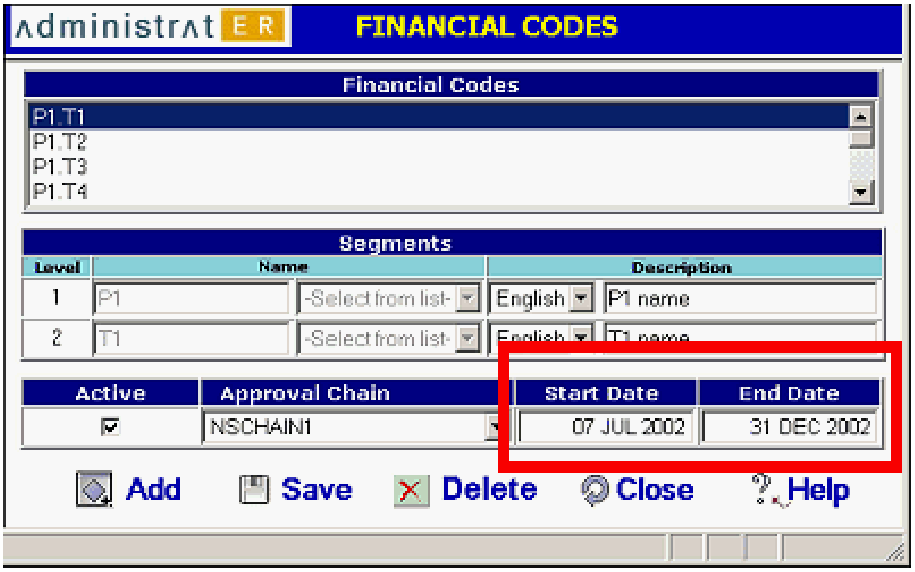
Period of Performance

The Period of Performance (P.O.P.) feature allows the Application Administrator to place time restrictions for when a financial code may be accessible. For instance, should a company wish to restrict the use of a financial code before or after a particular trip event, the Application Administrator can assign the financial code a date range in which it can only be used.

Note:

- The Period of Performance feature may be activated by the Application Administrator on the Financial Codes tab of the Application Settings Window.
- The Application Administrator may assign a P.O.P. date range to a financial code from the Financial Codes screen.

Example



Financial Codes

P1.T1
P1.T2
P1.T3
P1.T4

Segments

Level	Name		Description	
1	P1	-Select from list-	English	P1 name
2	T1	-Select from list-	English	T1 name

Active	Approval Chain	Start Date	End Date
☑	NSCHAIN1	07 JUL 2002	31 DEC 2002

Personal Approval Chains

Created by the Submitter, a Personal Approval Chain contains a group of Approvers whom the Submitter has chosen to approve his/her expense report or cash advance request. A Personal Approval Chain can only be used and modified by the Submitter who created the chain.

Note:

- A Submitter must be authorized by the Application Administrator to create Personal Approval Chains.
- At least one Approver in every Approval Chain must have an approval threshold of $0.00.

Personal Pick List

Each user has a Personal Pick List which they can use to store frequently used Providers and Clients. When creating an expense report, a user may open the Pick List window to quickly apply these items to their expense claims.

In order to add providers and clients to a user's personal pick list, the user must use the Create Personal Pick List window.

Personal Profile

A user's personal profile contains information about the user's login account to the Expense Report Program.

A user's personal profile can be created and modified on the User Profile window.

Personal Split Formula

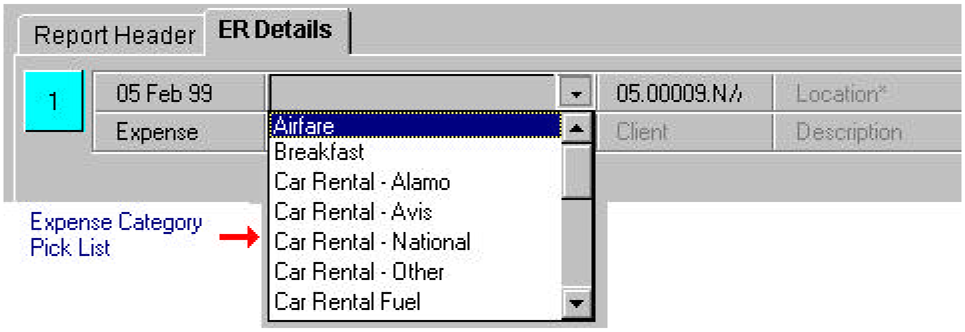
A Personal Split Formula stores the financial codes and split percentages a Submitter uses most often when splitting the cost of an expense item between two or more financial codes. Using a Split Formula saves the user the time entering the split information manually.

Pick Lists

When a user completes an expense report they must enter specific information about each expense item. While some of the information must be entered into text fields the rest must be selected from predefined list boxes known as Pick Lists. Each pick list contains a list of choices that can be assigned to each expense item.

For example, the "Category" pick list contains a list of predefined expense categories. From this pick list the user must choose which expense category best characterizes each expense item.

Example


Report Header
ER Details
1
05 Feb 99
Expense
05.00009.N/
Location*
Client
Description
Airfare
Breakfast
Car Rental - Alamo
Car Rental - Avis
Car Rental - National
Car Rental - Other
Car Rental Fuel
Expense Category Pick List

Upon selecting an item from a pick list, any information associated with that item will be populated into other fields on the expense line. For example, when you select an expense category from the Category pick list, the GL Code and default Method of Payment associated with that category will be pre-populated in their respective fields.

Provider

The name of the expense transaction supplier (organization or store).

Proxy Approver

If an Approver is incapable of performing his/her approval duties (on business or personal trips, etc.), a Proxy Approver can be assigned to perform those approval obligations. Duties include approving/rejecting expense reports and/or cash advance requests. The Proxy Approver will also receive email on behalf of the host Approver.

Related Information

- An Approver can be assigned a Proxy Approver from the Proxy Approver Selection window.
- When choosing a Proxy Approver, the Approver chosen as the Proxy Approver cannot have his/her own Proxy Approver. If the Application Administrator attempts to assign a Proxy Approver to a user who is already a Proxy Approver, an error message will appear. If a Proxy Approver attempts to assign themselves a Proxy Approver, an error message will appear.
- An Approver must be assigned a Proxy Approver who has the same or more approver privileges. When searching for a Proxy Approver, if the program cannot find an Approver with the same or more privileges, a message will appear.
- Once a user becomes a Proxy Approver, their approver privileges cannot be altered. An error message will appear if the Application Administrator attempts to alter the approver privileges of a Proxy Approver.

Point to Point

The Point to Point functionality (PTP) provides users with the correct distance between two locations in order to calculate a user's mileage reimbursement entitlement.

The Point to Point functionality can be activated by clicking the ☑ Support PTP Functionality check box on the Expense Report tab of the Application Settings window.

For a list of Point to Point features, see the topic Point to Point (PTP) Functionality.

Pure Per Diem Mode

Introduction

Pure Per Diem Mode is one of three per diem modes the Application Administrator can select from when setting up the Per Diem functionality. The other two per diem modes are:

- Actuals Mode
- Mixed Per Diem Mode

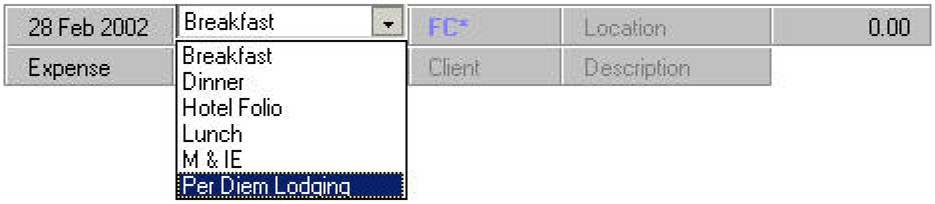
Pure Per Diem Mode can be set up from the Per Diem tab on the Application Settings window.

Functionality

- In Pure Per Diem Mode, users are reimbursed for their per diem expenses according to per diem rates set up by the government.
- In Pure Per Diem Mode, users can use the following categories to claim per diem lodging expenses:
- Per Diem Lodging
- Hotel Folio - Room Rate
- In Pure Per Diem Mode, users can use the following category to claim their per diem meals allowance:
- M&IE (Meals and Incidental Expenses)
- In Pure Per Diem Mode the categories Breakfast, Lunch, and Dinner cannot be used to claim per diem meal expenses.
- Pure Per Diem Mode does not use Actuals or Offsets.
- In Pure Per Diem Mode, all per diem expenses must be assigned to a Trip, including Hotel Folio expenses.
- Expenses not associated with a Trip must be marked "Non-Trip".

Per Diem Lodging

- To claim a per diem lodging expense for a single nights stay at a hotel, a user should select the expense category "Per Diem Lodging".



28 Feb 2002

Breakfast

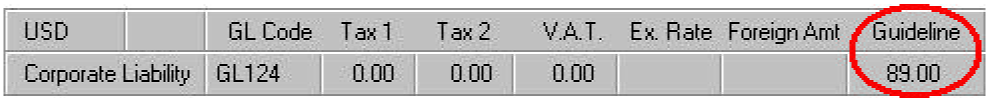
0.00

Note: To claim a per diem lodging expense for several nights at the same hotel, it is recommended that the user use the Hotel Folio - Room Rate category.

Continue on next page…

Per Diem Lodging, continued

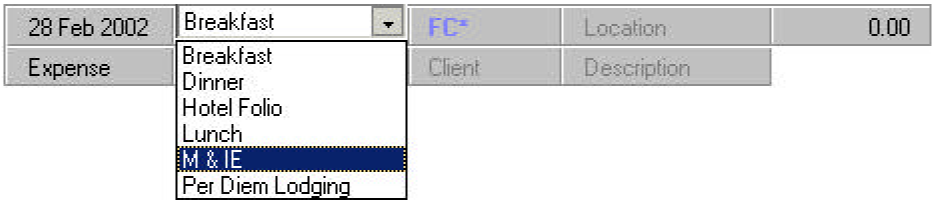
- In Pure Per Diem Mode, when a user claims a per diem lodging expense, the Guideline field will display the user's per diem lodging allowable. The user's per diem lodging allowable represents the lodging allowance the company can claim from the government towards the cost of the lodging expense.



USD		GL Code	Tax 1	Tax 2	V.A.T.	Ex. Rate	Foreign Amt	Guideline
Corporate Liability		GL124	0.00	0.00	0.00			89.00

M&IE (Meals and Incidental Expenses)

- In Pure Per Diem Mode, users are entitled to claim a daily M&IE allowance from the government for each day on their business trip.
- To claim an M&IE allowance, a user must select the expense category "M&IE".

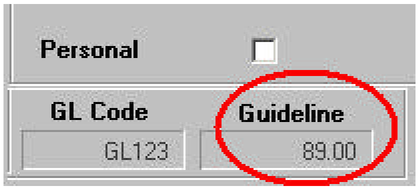


28 Feb 2002
Breakfast
FC*
Location
0.00
Expense
Client
Description

- In Pure Per Diem Mode, the categories Breakfast, Lunch, and Dinner cannot be used to record a per diem meals expense.
- Users must record their M&IE allowance claims using the Meals & Incidental Details window.

Hotel Folio - Room Rate

- To claim a per diem lodging expense for several nights at the same hotel, a user should use the Hotel Folio - Room Rate category.
- When a user claims a per diem room rate on the Hotel Folio window, the Guideline field displays the user's per diem lodging allowable.



Personal ☐

GL Code GL123

Guideline 89.00

Receipts Administration Module

Financial Officers must use this module to keep track of which employees have handed in their expense receipts.

Reimbursement Amount

The total amount being claimed as a reimbursable business expense by a Submitter on an expense report. Once the expense report has been approved, the reimbursement amount represents the amount owed to the Submitter by the corporation.

Reason

If a user wishes to submit an expense report containing a claim that exceeds their Per Diem Guideline, they will need to record a reason as to why they exceeded their guideline.

Use the Pick Lists window to create reason descriptions for users to choose from when recording a reason as to why they exceeded their Per Diem Guideline. Users will be able to select a reason from the Reason window in the Expense Report program.

Rejected

A file status indicating that the expense report or cash advance request was rejected by an Approver.

Report Number

A number automatically generated by AdministratER to uniquely identify a user's expense report. It is also shown as the last two or three digits of the File Name.

Reroute

When a file becomes stale during the approval process, the owner of the file has the option to redirect the file to another Approver.

Rerouted

A file status indicating that the file became stale while waiting to be authorized and was therefore rerouted to another individual for approval.

Send Email Interval

This determines how often (for example, every 240 minutes) AdministratER send Email messages to those Approvers with files to approve.

Service Access

Service Access is a feature that allows a user to give another user access to their login account to create and/or modify an expense report on their behalf.

Example: If a manager needed his/her secretary to record expense reports on his/her behalf, the manager could give the secretary Service Access rights to his/her login account.

In order for a user (the host user) to assign another employee Service Access to their login account, the host user must add the employee's ID to the Service Access By field in their Personal Profile. If the host user does not have permission to modify their own Personal Profile, the Application Administrator may enter the employee's ID to the host user's Personal Profile.

Shared Service Module

A user who has been granted Shared Service access may log into the Shared Service Module using another person's login ID to create, modify, and submit expense reports.

Example: A group of salesmen could assign a single person to record their expense reports.

The Application Administrator can grant a user Shared Service access by selecting the ☑ Shared Service check box on the user's personal profile.

Sign On ID

The user name the Application Administrator must enter at the Sign On screen when signing onto the AdministratER program.

Skipped

When an Approver in an Approval Chain has allowed a file to become Stale, both the Application Administrator and the file's Submitter have the authority to skip the Approver.

Note:

- The last Approver in an Approval Chain cannot be skipped. You can only reroute the file to another Approver. See the topic Reroute Files to Another Approver for more information.
- The Application Administrator may skip an Approver from the Stale Notifier window.
- The Application Administrator decides who receives stale files; either the Administrator or the Submitter.

Source Type

The source which provided the Per Diem Rates.

The Source Types are as follows:

- **GSA**: General Services Administration provides rates for the continental United States.
- **DoS**: Department of State provides rates for non-U.S. overseas locations.
- **PDATATC**: Per Diem Travel and Transportation Allowance Committee provides rates for overseas United States areas.
- **Internal**

Stale

If an Approver fails to approve or reject an assigned file within a specific time period, that file will be given a "Stale" status. Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver

  - or -

- Skip the Approver Who Allowed the File to Become Stale

Note

- The Application Administrator decides who receives stale files and how long it takes for a file to become stale. These options can be set up from the General tab on the Application Settings Window.
- The Administrator can also choose who receives stale files for a single user. For more information, see the "Send Stale Files To" field on the User Profile window.
- If a Submitter does not act on a stale file within the stale interval, the file will be rerouted to the Administrator.

Stale Date Interval

This is the length of time (for example, 1440 minutes) that it takes for a file to become stale. That is, once a file has been submitted, if it is not approved within this time period it becomes stale.

Status

The file status indicates the file's position in the approval process.

Submit/Approve Module

Employees use this module to create, organize, submit, and approve expense reports and cash advance requests.

Submitted

This file status indicates that the expense report or cash advance request has been submitted for approval.

Submitter

The individual who prepared and submitted the expense report.

Submitter's Threshold

The total limit a Submitter is authorized to claim on their expense report.
A user's submitter threshold can be set up in their Personal Profile by the Application Administrator.

If a user's submitter threshold amount is set to zero, the user is ineligible to have their expense reports auto-approved.

Tax Type

Tax Types are used to define the tax system used by each country, state, province, and city in your database. Each location must be assigned a Tax Type. Each Tax Type is composed of two pieces of information:

1. The tax or taxes used by a location.
2. The tax rule adopted by a location.

Tax Types are created from the Currency Tax Type window.

Trip

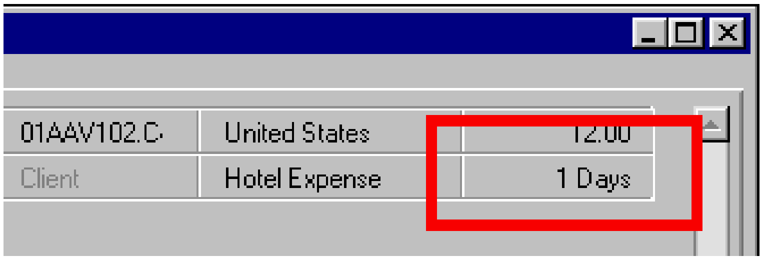
- The Trip feature becomes active when the Pure Per Diem Mode or the Mixed Per Diem Mode are selected on the Application Settings window.
- When the Trip feature is activated, Per Diem Users must group their travel expenses according to each business trip. Each trip group will be known as a "trip".
- The purpose of a trip is to enforce the government's restrictions on per diem meal and incidental allowances for the first and last days of a business trip. According to Per Diem Guidelines, the government will only grant a user 75% of their regular daily per diem meal allowance for the first and last days of a trip since those days are normally spent traveling to and from the trip destination.
- A new trip cannot be created if another trip is still ongoing or if a trip exists without an end date and time. Ongoing trips will appear on the Trip Info tab with the status "Working".
- Trip dates cannot overlap each other.
- A single trip may cover several expense reports.
- Per Diem Users create trips on the Trip Info tab of the Expense Report window.
- The Trip feature can be activated from the Per Diem tab of the Application Settings window.

Tolerance (%)

The percentage amount that an exchange rate entered by an employee may deviate from the exchange rate entered by the Application Administrator. If the exchange rate entered by an employee deviates from the exchange rate more than the tolerance percentage, the amount field on the file is highlighted in red.

Unit (of Measure) Type

Most expense categories use a "unit type" to help calculate the total cost of an expense. For example, when a user claims a hotel expense they must use the unit type "Days" to record the number of days they stayed in the hotel (see caption).



01AAV102.C	United States	12.00
Client	Hotel Expense	1 Days

Other Examples

Expense Category	***Unit Type***
Business Lunch	People
Car Rental	Days
Mileage	Miles
Office Supplies	Units

The Application Administrator must create the unit types from the Pick Lists screen. When an expense category is first created it must be assigned a unit type.

Unsubmitted

A file status indicating that the expense report or cash advance request has been saved but has not yet been submitted for approval.

User Groups

See the topic *User Groups* in Chapter 7.

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